



User Guide

WinSpool/400 Electronic Forms

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Chapter



1

Introduction

Introduction

What's in This Book

This reference manual provides detailed information on how to install, configure and administer WebDocs. Here is what's included in this book.

- **Chapter 1 - Introduction:** describes this reference manual and how to use it effectively.
- **Chapter 2 - Overview of RJS Electronic Forms:** describes RJS Electronic Forms software suite, the benefits of using Electronic Forms and licensing of the product.
- **Chapter 3 - Installation:** provides step-by-step instructions to install and configure all software associated with RJS Electronic Forms on your iSeries.
- **Chapter 4 - Getting Started:** provides a quick start to using RJS Electronic Forms software suite. Detailed instructions are found later in this manual.
- **Chapter 5 - WinSpool/400 Report Download:** provides detailed instructions on using WinSpool/400 Report Download software.
- **Chapter 6 - Text Layer Designer:** Provides detailed instructions on using RJS Text Layer Designer to map spool file data to FormDocs templates.
- **Chapter 7 - WinSpool/400 Print Server:** provides detailed instructions on using the WinSpool/400 Print Server to automate your electronic forms environment.
- **Chapter 8 - FAQs:** includes frequently asked questions regarding RJS Electronic Forms.
- **Chapter 9 - Understanding WinSpool/400 Data Areas:** describes all OS/400 data areas found in the WinSpool/400 library.

About RJS Software Systems

RJS Software Systems is a privately-held software and hardware company dedicated to providing high-quality i5/iSeries, Client/Server and web-based products and customer services. Customer Service is central to the company's objective. Read more about us on our web site, [RJS web site](#).

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Trademarks

RJS Text Layer Designer™ is a trademark of RJS Software Systems. Brand names and product names are trademarks or registered trademarks of their respective companies.

What's Not in This Book

This reference manual does not describe the following:

- Configuration and use of individual document input equipment (i.e. fax or scanner). Refer to manufacturer instructions for help.
- Detailed explanation on the use of FormDocs software. You can find extensive help with this package by accessing the on-line help feature of FormDocs.
- Explanation or help with OS/400 commands, outside the scope of need as it pertains to Electronic Forms creation and printing.

Document Conventions and Symbols

The following document conventions are used throughout this reference manual:

- Acceptable hardware server for WinSpool/400 could be noted as AS/400, iSeries, or i5. For simplicity, all references to the server in this manual will default to the term iSeries unless the notation is specific to a specific server model.
- With V5R3 of the iSeries operating system, IBM has renamed the operating system to i5/OS. The operating system was formerly known as OS/400. For simplicity, all references to the operating system in this manual will default to OS/400 unless the notation is specific to the new i5/OS.
- Titles of documents appear in *Italics*. Italic type is also used to indicate information that varies by circumstance.

Contacting RJS Software Systems

For technical support, please review the following information before contacting RJS Software Systems.

For Technical Support with RJS Text Layer Designer

Because of the complexity of dealing with the various AS/400 connectivity environments, please gather and organize as much information as possible on the problem prior to contacting RJS Software Systems for support.

If you have a question about a RJS Text Layer Designer operation, first browse through the Online Help to try to find your answer prior to calling RJS Software Systems.

Contact Information

Telephone support is available on normal business days from 8:00 am to 5:00 pm central time.

(952) 898-3038 Voice

(952) 898-1781 Fax

Support is available via Email at support@rjssoftware.com.

You may also find the answer to your question on our web site: www.rjssoftware.com.

Chapter

2

Overview of RJS Electronic Forms

Overview of RJS Electronic Forms

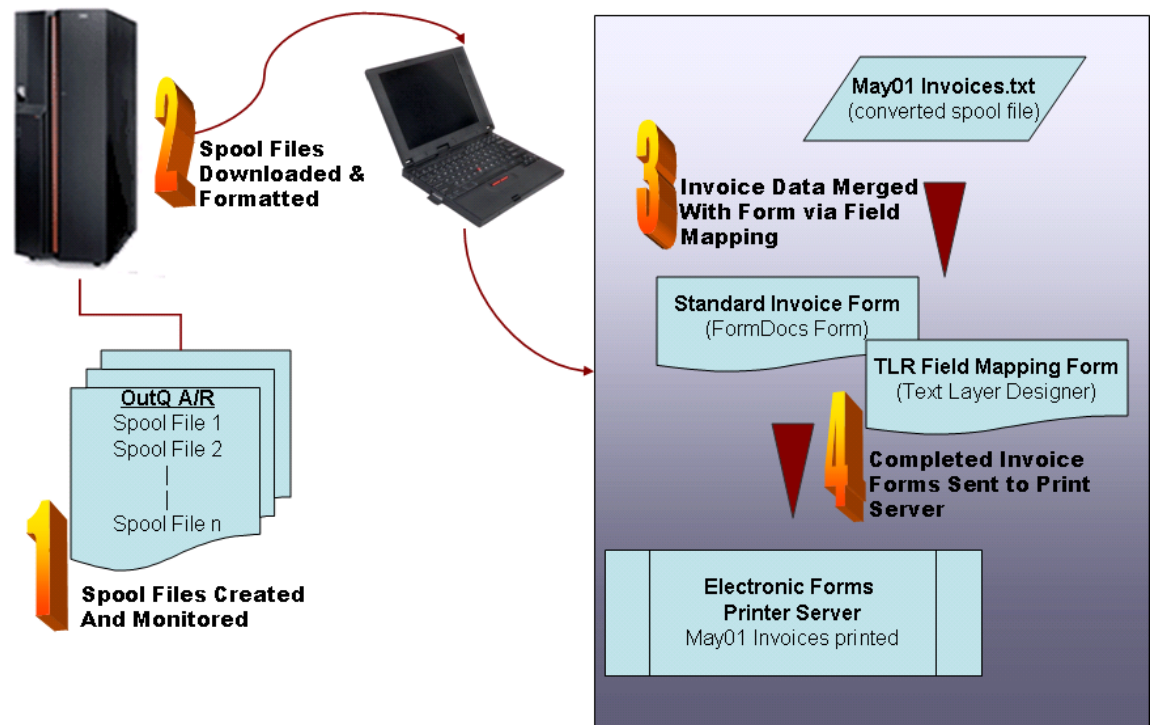
The RJS Electronic Forms software consists of several applications that allow you to download iSeries spool file data, convert it to ASCII text and then merge the spool file data with an electronic form in preparation of printing the forms.

Introduction to RJS Electronic Forms

The automation of creating and printing electronic forms appears complex, but in reality is quite simple due to the tight integration of RJS software products.

There are several products involved in the automation of electronic forms: WinSpool/400, FormDocs, Text Layer Designer and Electronic Form Print Server. WinSpool/400 monitors iSeries output queues for appropriate spool files, converts these files to usable text format and downloads the text files to PCs. FormDocs is used to define the layout and calculations associated with each electronic form. Text Layer Designer is used to diagram the fields of data available in converted spool files to the fields defined in the electronic forms. And finally, the Electronic Form Print Server is used to print batches of forms at any given time.

Below you can see a simplified picture of the process to turn spool file data into printed forms, such as Accounts Receivable invoices. The process begins with spool files that are stored in output queues on iSeries systems. Spool files are created by many iSeries applications; for example, you may have spool files that were created from applications such as A/R, P/R, Project Management, Patient Management or Insurance Claims Management. In years past, these reports/forms would have been printed on pre-printed forms using high-end printers attached to the iSeries. In this age of corporate cost-savings, the elimination of pre-printed forms can create noticeable cost savings within a corporation. Forms created with FormDocs allow corporations to print forms on standard paper using a printer attached to a PC. Through WinSpool/400 and Text Layer Designer RJS has provided a cost-effective method of merging iSeries application data and aid in creating reports/forms that can be printed on plain paper. Actual printing of the reports is accomplished as a batch process using Electronic Form Print Server.



Electronic Forms Process using Text Layer Designer

Licensing Information

RJS Electronic Forms licensing is based iSeries server(s), design station(s) and Electronic Forms Print Server stations;

iSeries Server: Licensing is on a per server or per iSeries LPAR (partition).

Design Station: Design station(s) are used to create and modify electronic forms using FormDocs, Text Layer Designer and WinSpool/400 Report Download. Standard licensing includes one PC, separate from print server station, that can be used to design electronic forms.

Electronic Forms Print Server: Print server station(s) are used to automate the downloading, merging and printing of electronic forms. Standard licensing includes one PC to be used as a print server. This PC will have Electronic Forms Print Server, FormDocs and Text Layer Designer software installed.

Chapter



3

Installation

Installation

Introduction to Installation

This section covers the installation of the Electronic Forms software group. Portions of the software will be installed on the iSeries system and portions will be installed on PC(s). It is important for any individual that intends to install any/all Electronic Forms software product(s) to read this section prior to the installation process.

The basic steps to installing Electronic Forms software group consists of the following:

1. Review system requirements.
2. Download and install RJS Software Download Utility, if necessary.
3. Design Station(s): using RJS Software Download Utility, install Visual Basic 5.0 runtime files, WinSpool/400 Report Download and Text Layer Designer components.
4. Electronic Forms Print Server Station(s): using RJS Software Download Utility, install WinSpool/400 Electronic Forms, WinSpool Report Download, WinSpool/400 OS/400 library, Text Layer Designer and FormDocs components.

System Requirements

RJS Electronic Forms is a flexible product with minimum system requirements. However, you should still review the listed requirements for your iSeries system and any PCs that will create and print electronic forms.

iSeries

Following are the WinSpool/400 requirements for iSeries systems:

- RISC iSeries or i5 system running **V4R3-V5R3** or above.
- TCP/IP connectivity must be enabled.
- No special PTFs are required for WinSpool/400, however it is always a good idea to be current on iSeries system PTFs.

PCs used to Create/Print Electronic Forms

You can have unlimited number of PCs that are used for creating and testing Electronic Form templates. Each PC that is used for the WinSpool Electronic Forms Print Server must be licensed to use the product. The PC requirements are the same for both environments. Each PC that will be used to create/test electronic forms or act as a print server must have the following installed and running:

- Windows PC running **Windows 95, 98, ME, NT, 2000 or XP**, preferably Pentium 800 mhz or above.
- **256 Mb** memory; running with less memory is possible but expect poor performance.
- **1-2 Gb** free disk space.
- **TCP/IP** must be running on the PC.
- **VB 5.0 runtime files** installed.
- **Forms Creation: FormDocs** software, **Text Layer Designer** (also known as **Form Merge engine**) and **WinSpool/400 Report Download** software.
- **Print spooler: WinSpool/400 Electronic Forms Print Server** software and **WinSpool/400 Report Download** software, **Text Layer Designer** software and **FormDocs** software.

Refer to the individual installation sections later in this chapter for installation instructions for each of the specified applications/utilities.

NOTE: Client Access/400 is not required.

RJS Software Download Utility

To simplify the installation process of RJS Software Systems software packages RJS now has a download utility program. The RJS Software Download Utility allows you to install individual software components, software product(s), which may or may not include multiple components or any combination of products and components. Installation includes the ability to first download the most recent version of the selected products and components from the RJS Software Systems website. This new utility both clarifies required components of any given product and eliminates the need for our customers to individually download and install each of those components.

You must have the RJS Download Utility to install any RJS Software Systems products. If you have not already downloaded the RJS Software Download Utility, follow the steps below to download and install the utility.

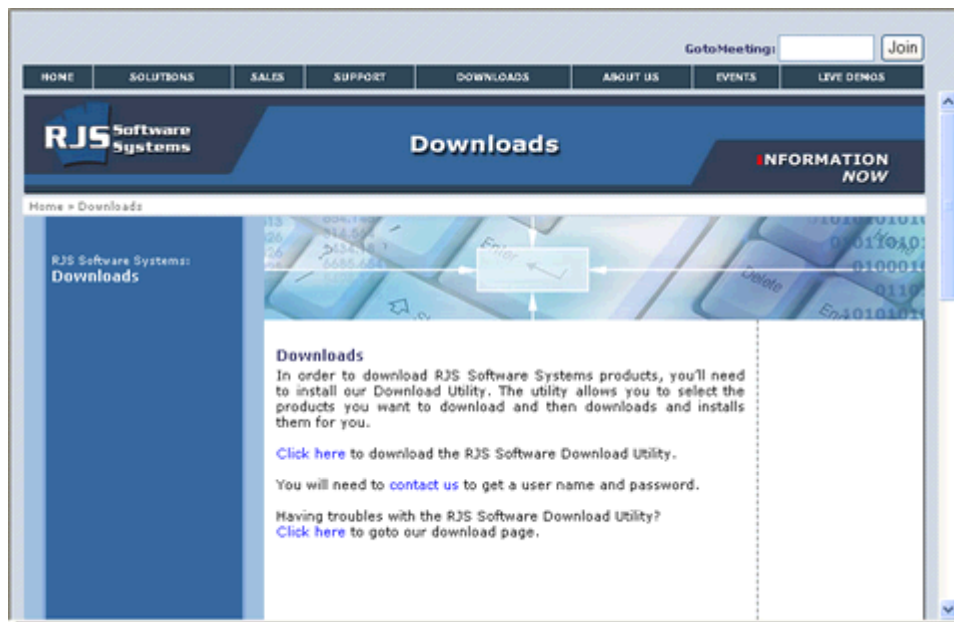
Install RJS Software Download Utility

1. Using an internet browser, access the RJS Software Systems web site:

www.rjssoftware.com

2. Select **Downloads** from the website menu bar.

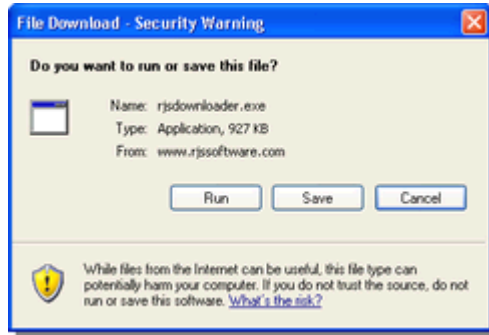
You will be presented with a screen that looks similar to the one below:



Main RJS Software Systems Download Web Page

3. Click to **download** the utility.

You will receive a message similar to the following:



Standard Security Warning for Downloads

4. Click **Run** to execute the RJS Software Download Utility installation program.

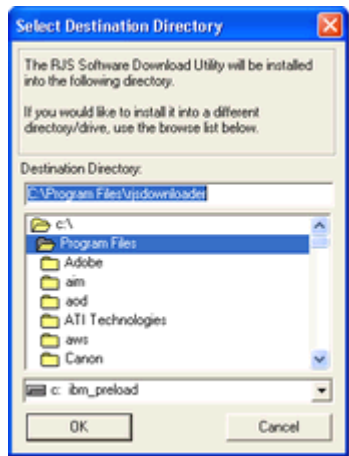
You will receive a confirmation message to install the utility.



Installation Confirmation Message

5. Click **OK** to continue the installation.

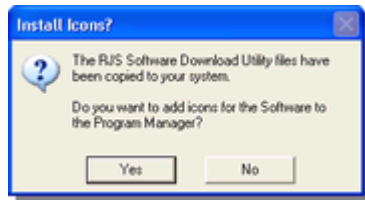
You will be prompted to select a destination directory:



Select Destination Directory

6. Either click **OK** to accept the default installation directory or choose the **desired destination directory**.

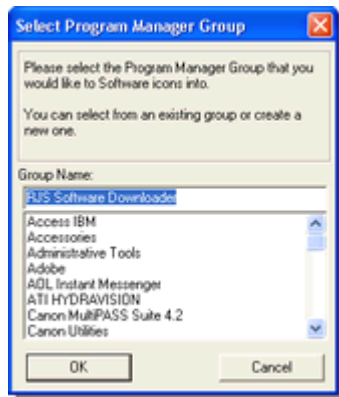
You will be prompted to add icons to Program Manager.



Prompt to Install Icons

7. Click **Yes** to add icons to Program Manager.

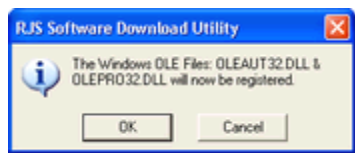
You will be prompted to select a Program Group for the icons.



Select Program Group

8. Either click **OK** to accept the default Program Group or select or type a Program Group.

You will receive a message stating necessary Windows DLL files were registered successfully.



DLL Registration Message

9. Click **OK** to continue the utility installation.

You will receive an installation success message.



Installation Complete Message

The RJS Software Download Utility is now installed and ready to use to install any RJS Software Systems products. Refer to the next section *WinSpool/400 Electronic Forms* for details on installing the WinSpool/400 Electronic Forms components.

WinSpool/400 Electronic Forms

When you select to install WinSpool/400 Electronic Forms you will be presented with the option to install several components. You may choose to install all or some combination of components on each PC. The components you choose to install should be based on desired functionality for the particular PC you are installing software to. For example, PCs that will be used as your electronic forms print server should have all components installed to them. Refer to the *System Requirements* section for details of required components.

It is important to note that the OS/400 library only needs to be installed once on any given iSeries system. This component can be installed independently of any other components or during one of your installations for design or print server stations.

Each WinSpool/400 Electronic Forms component is described below:

Visual Basic 5.0 Runtime Files

The RJS Electronic Forms group of software requires Visual Basic 5.0 Runtime files to be installed on any PC that will be used either create or process electronic forms.

WinSpool/400 Report Download Utility

The WinSpool/400 Report Download utility provides the capability to download spool files and then convert those files into text files with an acceptable format that can be used by both FormDocs and Text Layer Designer. The WinSpool/400 Report Download utility should be installed on any PC that will be used to define electronic forms and on the PC that will be used as the Electronic Forms Print Server.

WinSpool/400 Report Download Update

Recently RJS made a software update available for WinSpool/400 Report Download Utility. If you are installing WinSpool/400 Report Download you should also select to download the utility update.

WinSpool/400 OS/400 Library

All RJS software products are now installed directly from our website. This ensures that when you install a product from RJS it is the most current version available.

WinSpool/400 Electronic Forms

The WinSpool/400 Electronic Forms utility includes both a print server to automate your forms printing process and a utility (Text Layer Designer) that merges spool file data fields with pre-defined forms created in FormDocs software. This section guides you through the process of installing and updating the base WinSpool/400 Electronic Forms software which includes the print server portion of electronic forms. The next section in this manual will install the Text Layer Designer utility. The WinSpool/400 Electronic Forms utility should be installed on any PC that will be used to define electronic forms and on the PC that will be used as the Electronic Forms Print Server.

WinSpool/400 Electronic Forms Update

Recently RJS made a software update available for WinSpool/400 Electronic Forms. If you are installing WinSpool/400 Electronic Forms you should also select to download the update.

Text Layer Designer

RJS Text Layer Designer is used to map spool file data to pre-defined fields within a FormDocs form. The FormDocs form is used to specify where data fields, generic text and graphic images should be printed for each form within your business. In most cases, the layout of the form and the data fields do not match the layout of your iSeries spool files. Text Layer Designer gives you the ability to diagram the spool file data in conjunction with the pre-defined form data fields.

FormDocs

FormDocs software is used to define the layout of forms such as invoices, purchase orders, or packing slips and then create digital version of the forms complete with data that can then be printed using a standard PC printer. Forms are defined using Form Designer. Forms are comprised of graphic objects such as lines and rectangles, generic text like your company name and address, graphic images such as company or product logos and data fields. Form Filler completes the forms by inputting data into the forms. FormDocs should be installed on any PC that will be used to create or test electronic forms.

The Software Download Utility provides you with the functionality to both download the software to be installed and to initiate the installation process of one or more software components. The simplest and quickest download/installation process can be achieved by ensuring the option *Run Files When Download is Complete* is enabled when you choose to install software. By enabling this option, the Software Download Utility will first download the selected software components and then initiate the installation of each component. If you choose not to enable this option, you will need to individually install each component.

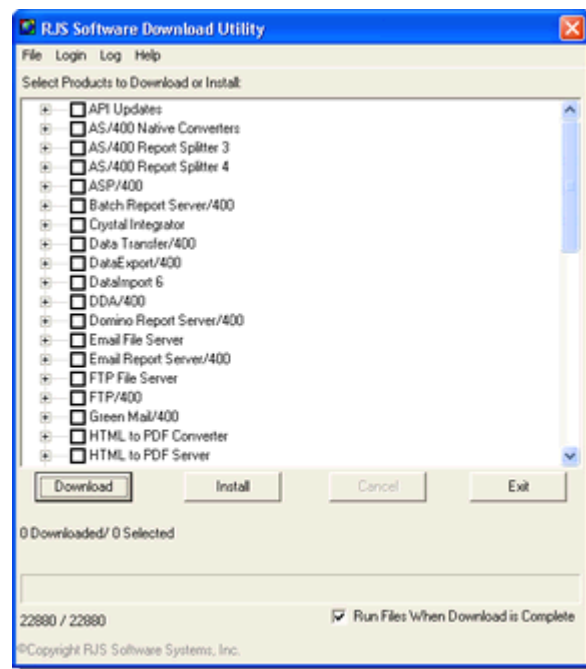
Download Necessary Components

The following instructions have been written assuming that you will choose to enable *Run Files When Download is Complete*. In addition, since it is difficult to guarantee which components are selected for installation, the instructions will describe how to select components, download the software and begin the automatic initiation of selected components. The installation prompts and help for each component can be found in individual sections of this manual. Refer to appropriate sections as you progress through each component installation.

Download WinSpool/400 Electronic Forms Components

1. Open **RJS Software Download Utility** from the RJS Software Downloader group.

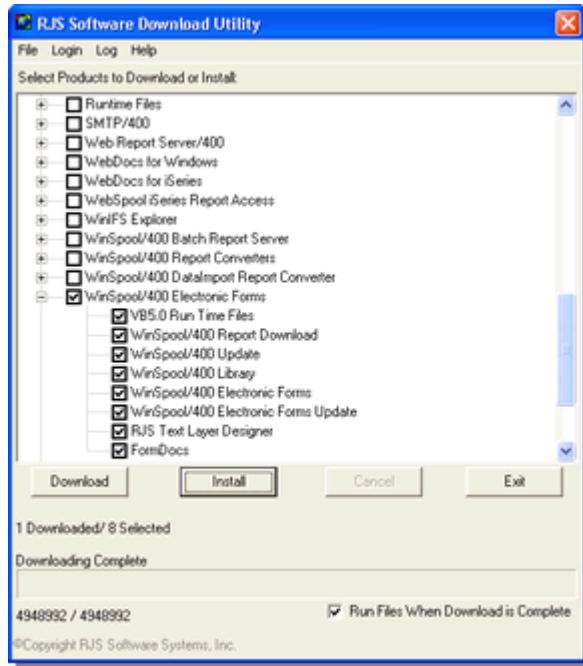
You will be presented with the main Software Download Utility screen, shown below:



RJS Software Download Utility Main Screen

2. Select either the WinSpool/400 Electronic Forms product or the desired WinSpool/400 Electronic Forms individual components from the product list.

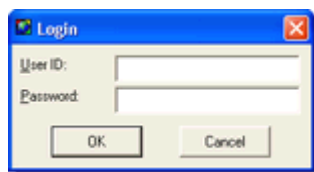
For this example, the overall product option was selected and then the individual component list expanded. Your screen will look similar to the one shown below:



RJS Software Download Utility - WinSpool/400 Electronic Forms Components Selected

3. Ensure **Run Files When Download is Complete** option is enabled.
4. Click **Download** to initiate the component download process.

If this is the first product you have downloaded since opening RJS Software Download Utility will you will be prompted to enter a valid User ID and Password. Contact RJS Software Systems Support staff if you do not have a User ID and Password. The Login dialog is presented:



RJS Software Download Login

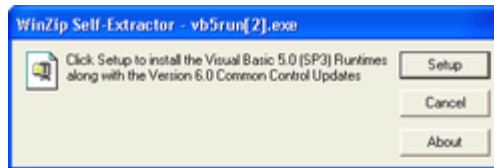
5. Enter a valid **User ID** and **Password**, as given by RJS Software Systems.

RJS Software Download Utility will proceed to download all selected WinSpool/400 Electronic Forms components. Refer to the following individual component installation notes for help as the components are installed.

Installing Visual Basic 5.0 Runtime Files

When using the RJS Software Download Utility to install Visual Basic Runtime files use the following steps to guide you through the process.

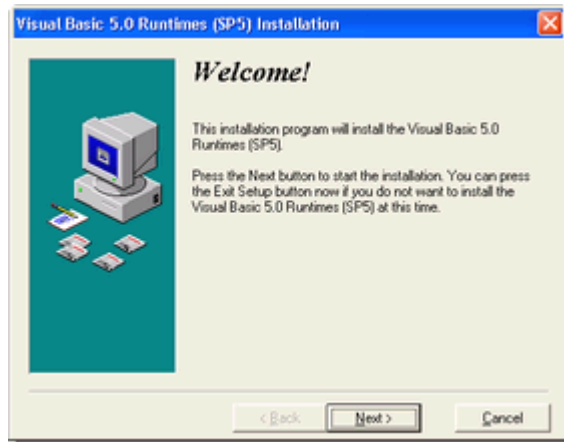
1. You will be presented with the WinZip Self-Extractor message.



WinZip Self-Extractor Dialog Box

2. Click the **Setup** button to extract installation files/programs.

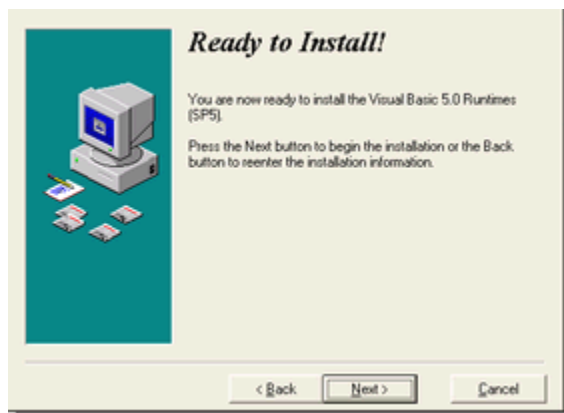
You will be presented with the Welcome dialog for installing Visual Basic 5.0 files.



Visual Basic Initial Installation Screen

3. Click **Next** to proceed with the installation.

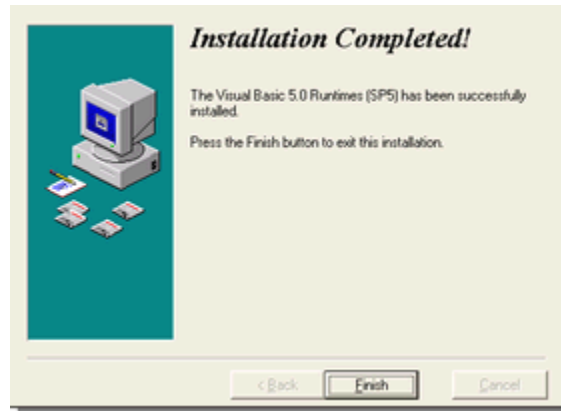
You will be presented with confirmation screen to install the selected files.



Visual Basic Installation Confirmation

4. Click **Next** to install the Visual Basic runtime files.

You will be presented with installation success message:



Visual Basic Installation Complete Message

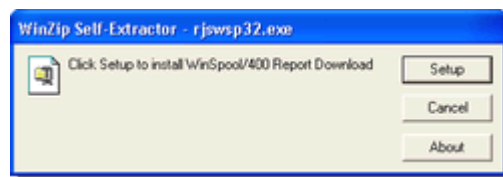
5. Click **Finish** to complete the installation.

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Installing WinSpool/400 Report Download Utility

When using the RJS Software Download Utility to install WinSpool/400 Report Download Utility files use the following steps to guide you through the process.

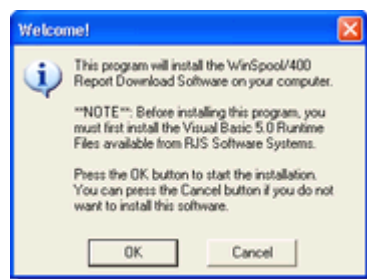
1. You will be presented with the WinZip Self-Extractor message.



WinZip Self-Extractor Dialog Box

2. Click the **Setup** button to extract installation files/programs.

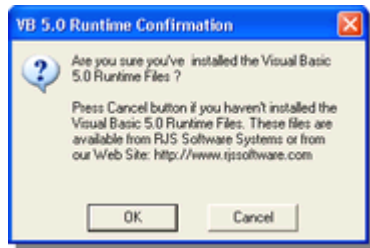
You will be presented with a Welcome message:



WinSpool/400 Report Download Installation Welcome Message

3. Click **OK** to continue setup of WinSpool/400 Report Download.

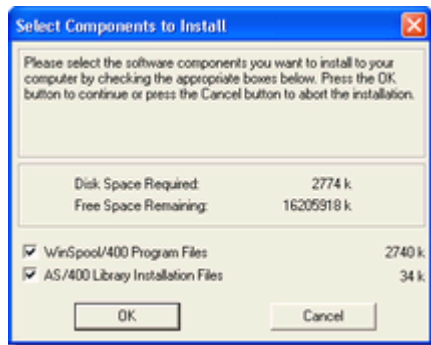
You will be reminded that the Visual Basic 5.0 Runtime files must be installed prior to WinSpool/400 Report Download Utility. If you are following the automatic product download/installation process the Visual Basic Runtime files installation should have completed just prior to installing this component. The message is as shown:



VB 5.0 Runtime Confirmation Message

- Click **OK** to continue the installation process.

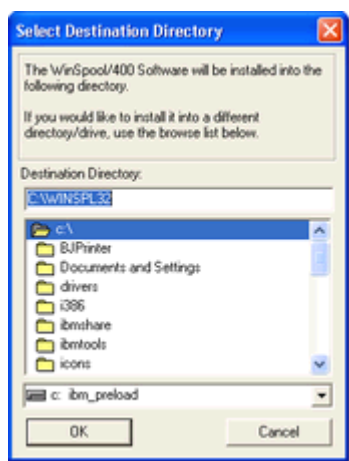
You will be prompted to select the components to install:



WinSpool/400 Report Download Utility Component Selection

- Ensure WinSpool/400 Program Files option is enabled.
- Ensure **AS/400 Library Installation Files** option is enabled.
- Click **OK** to continue the installation process.

You will be prompted to select destination directory to install software into.

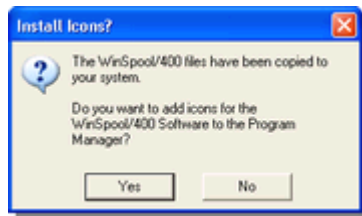


Destination Directory

- Click **OK** to continue the installation process.

Once installation of PC component is complete you will be prompted to create program

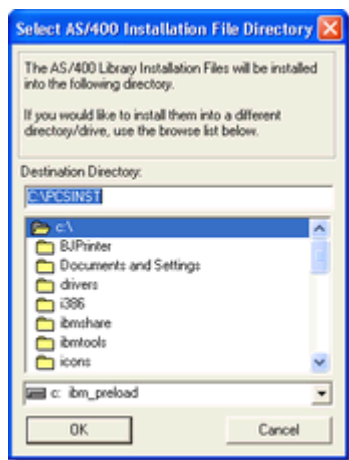
icons.



Install Icons Prompt

9. Click **Yes** to create program icons (shortcuts to call the programs).

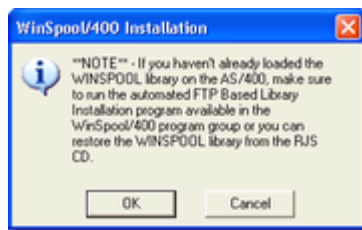
You will be prompted for the destination directory for OS/400 library to be copied to.



Select OS/400 Library Destination Path

10. Choose either the **Default directory** or select the desired **directory path** to install OS/400 library files to.

You will be reminded to run the FTP-based library application to physically install these programs on the iSeries. See the following section for help installing the OS/400 library.



OS/400 Library Installation Reminder Message

11. Click **OK** to continue the installation process.

You will be presented with a success message:



WinSpool/400 Report Download Installation Success Message

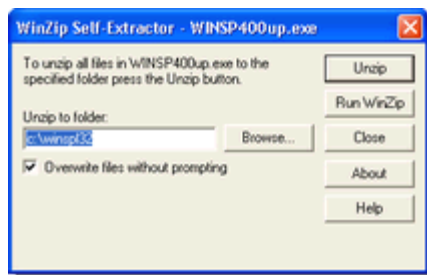
12. Click **OK** to complete the installation process.

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Installing WinSpool/400 Report Download Update

Recently an update to the WinSpool/400 Report Download software was placed on the website. When using the RJS Software Download Utility to install WinSpool/400 Electronic Forms Update files use the following steps to guide you through the process.

1. You will be presented with the WinZip Self-Extractor message. Select the directory where WinSpool/400 Report Download was installed to unzip program files to by clicking on the **Browse** button or typing the **directory path**.



WinZip Self-Extractor Dialog Box

2. Click the **Unzip** button to extract update files.

One file will be extracted into the WinSpool/400 Report Download directory. The update is complete. A success message will be displayed.



WinZip Extractor Success Message

3. Click the **OK** button to close the WinZip Self-Extractor dialog box.

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

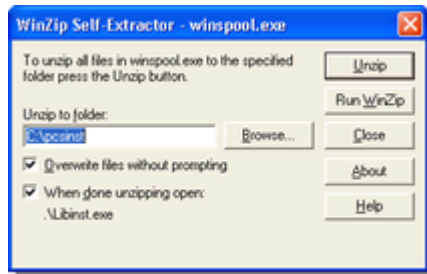
Installing WinSpool/400 OS/400 Library

When using the RJS Software Download Utility to install WinSpool/400 OS/400 library files use the following steps to guide you through the process.

Note: if you are using other WinSpool/400 products **do not** install the WinSpool/400 library. Doing so will clear out all of your other WinSpool/400 product access codes. If you would like to update your WinSpool/400 library, contact RJS Software Systems for detailed instructions on the WinSpool/400 upgrade process.

1. You will be presented with the WinZip Self-Extractor message.

Select the temporary directory to unzip program files to by clicking on the Browse button or typing a directory path.



WinZip Self-Extractor Dialog Box

2. Click the **Unzip** button to extract installation files/programs.
3. Once the files have been extracted you will receive a message box noting the success.



WinZip Success Message

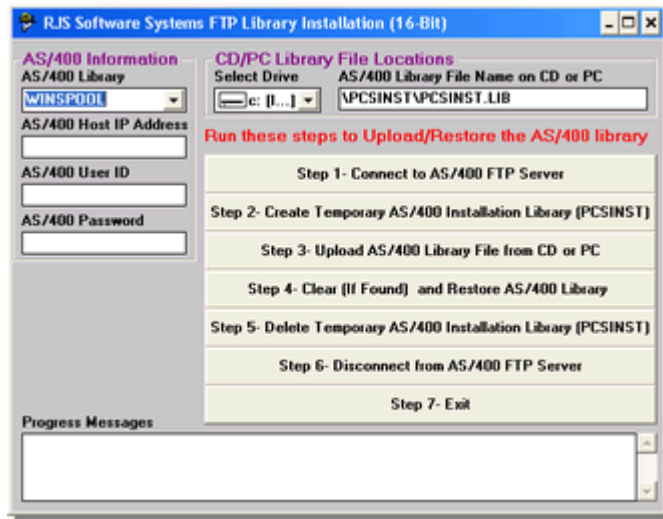
4. Click **OK**.
5. You will be presented with the RJS FTP Install message.



FTP Install Message

6. Click **OK**.
7. The RJS FTP Library Install program starts.

You will be presented with the main dialog box. Refer to this image as you complete the remaining steps.



FTP Library Installation Screen

8. Enter the selected iSeries **IP address** or DNS name in the *AS/400 Host IP Address* edit box.
9. Enter a valid iSeries security officer user ID and password in the appropriate edit boxes.
10. Select the appropriate hard-drive designator for your PC.
11. Select **Step 1 to Connect to the AS/400 FTP server**.

Watch for success/failure messages in the *Progress Messages* area of the dialog box.

12. Select **Step 2 to create the Temporary AS/400 Installation Library (PCINST)**.

Watch for success/failure messages in the *Progress Messages* area of the dialog box.

13. Select **Step 3 to Upload the AS/400 library** file from the PC.

Watch for success/failure messages in the *Progress Messages* area of the dialog box.

14. Select **Step 4 to Clear the library** if it already exists and then **restore the library** to the iSeries system.

Watch for success/failure messages in the *Progress Messages* area of the dialog box.

15. Select **Step 5 to Delete the Temporary AS/400 Installation Library (PCINST)**.

Watch for success/failure messages in the *Progress Messages* area of the dialog box.

16. Select **Step 6 to Disconnect from the AS/400 FTP Server**.

Watch for success/failure messages in the *Progress Messages* area of the dialog box.

17. Select **Step 7 to Exit the FTP Library Installation program**.

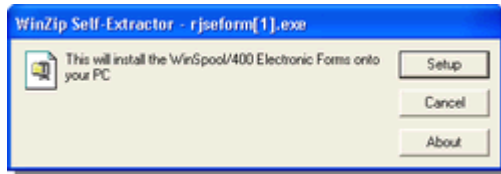
18. Delete the temporary PC directory **C:\PCINST** (default location).

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Installing WinSpool/400 Electronic Forms Utility

When using the RJS Software Download Utility to install WinSpool/400 Electronic Forms Utility files use the following steps to guide you through the process.

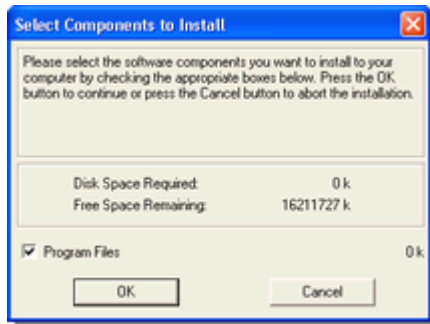
1. You will be presented with the WinZip Self-Extractor message.



WinZip Self-Extractor Dialog Box

2. Click **Setup** to continue setup of WinSpool/400 Report Download.

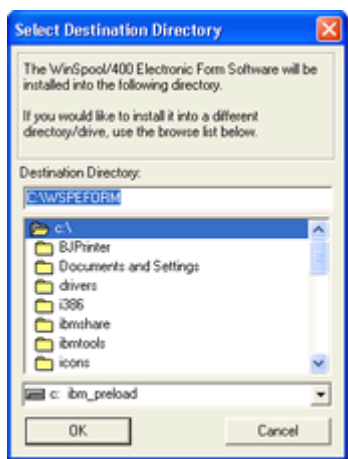
You will be prompted to confirm installation of the product.



Components to Install

3. Click **OK** to continue the installation.

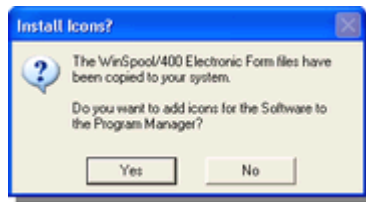
You will be prompted to select a destination directory:



Select Destination Directory

4. Either click **OK** to accept the default installation directory or choose the **desired destination directory**.

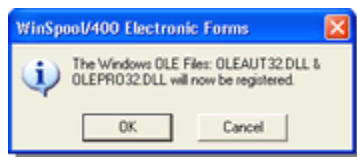
You will be prompted to add icons to Program Manager.



Prompt to Install Icons

5. Click **Yes** to add icons to Program Manager.

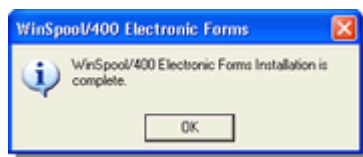
You will receive a message stating necessary Windows DLL files were registered successfully.



DLL Registration Message

6. Click **OK** to continue the installation.

You will receive an installation success message.



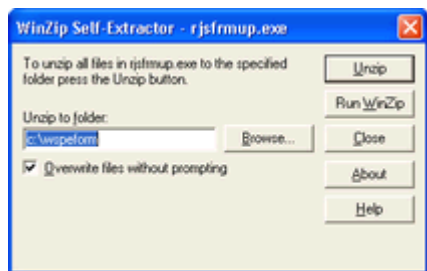
Installation Complete Message

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Installing WinSpool/400 Electronic Forms Update

Recently an update to the WinSpool/400 Electronic Forms software was placed on the website. When using the RJS Software Download Utility to install WinSpool/400 Electronic Forms Update files use the following steps to guide you through the process.

1. You will be presented with the WinZip Self-Extractor message. Select the directory where WinSpool/400 Electronic Forms was installed to unzip program files to by clicking on the **Browse** button or typing the **directory path**.



WinZip Self-Extractor Dialog Box

2. Click the **Unzip** button to extract update files.

One file will be extracted into the WinSpool/400 Electronic Forms directory. The update is complete. A success message will be displayed.

*WinZip Extractor Success Message*

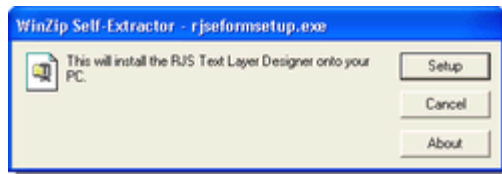
3. Click the **OK** button to close the WinZip Self-Extractor dialog box.

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Installing Text Layer Designer Utility

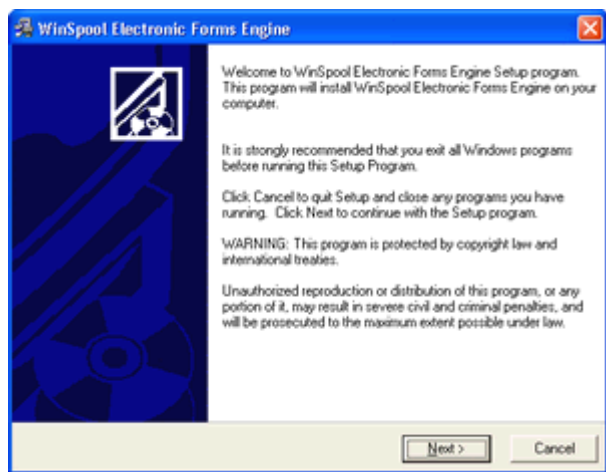
When using the RJS Software Download Utility to install Visual Basic Runtime files use the following steps to guide you through the process.

1. You will be presented with the WinZip Self-Extractor message. Select the **Setup** to install the utility.

*WinZip Self-Extractor Dialog Box*

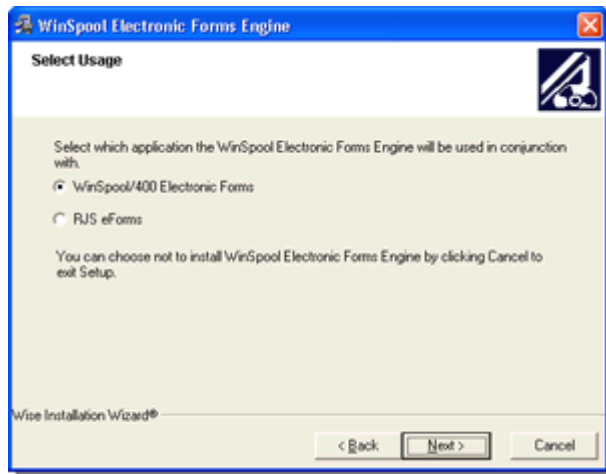
2. Click **OK** to begin installation process.

You will be presented with a Welcome message.

*Text Layer Designer (Electronic Forms Engine) Welcome Message*

3. Click **Next** to continue the installation process.

You will be prompted to choose type of electronic forms usage.



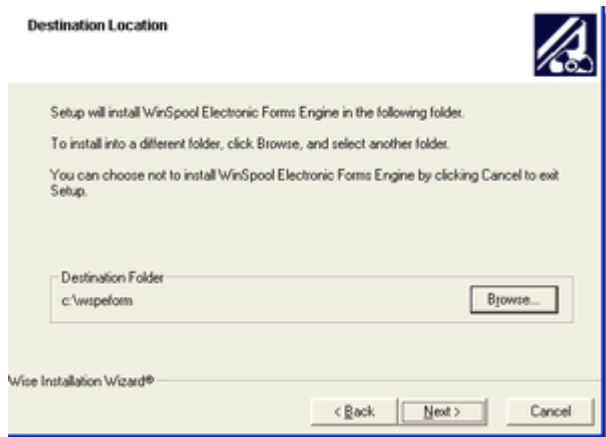
Text Layer Designer Usage Prompt

4. Select **WinSpool/400 Electronic Forms**.

The only exception to this is if you are a long-time RJS eForms customer that is using the Reform product. If that is the case, choose **RJS eForms**.

5. Click **Next** to continue the installation process.

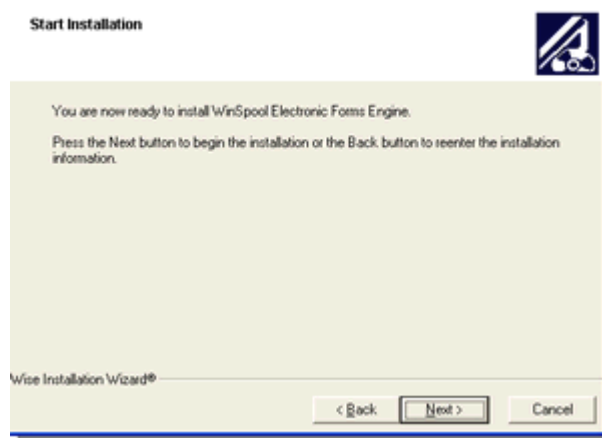
You will be prompted for the installation destination directory.



Destination Directory

6. Click **Next** to continue the installation process.

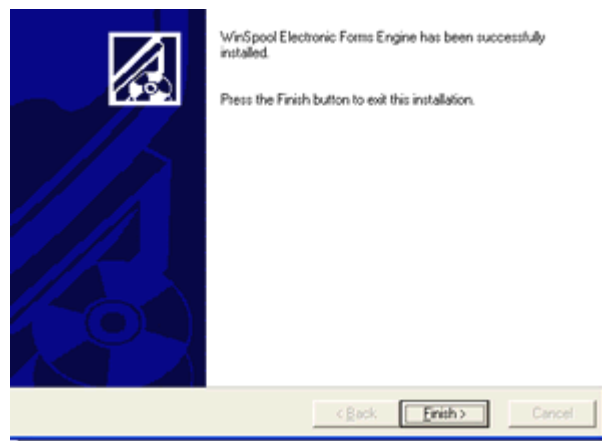
You will be prompted to start the install process.



Start Installation Prompt

7. Click **Next** to install the product.

You will be presented with a installation success message.



Installation Success Message

8. Click **Finish** to complete the installation process.

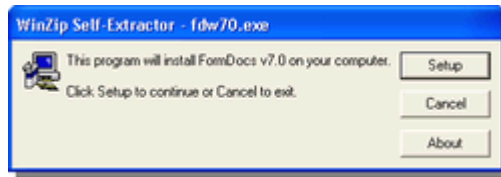
After copying files, the Setup program will update the **WinSpool Electronic Forms** group with a short-cut for Text Layer Designer and notify you when it's done.

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Installing FormDocs Software

When using the RJS Software Download Utility to install Visual Basic Runtime files use the following steps to guide you through the process.

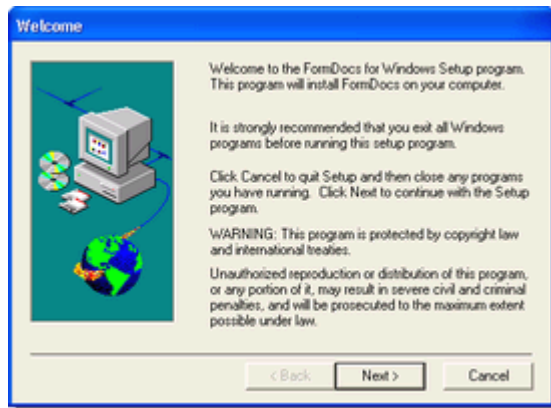
1. You will be presented with the WinZip Self-Extractor message. Select **Setup** to install the utility.



WinZip Self-Extractor Dialog Box

2. Click **Setup** to begin the installation process.

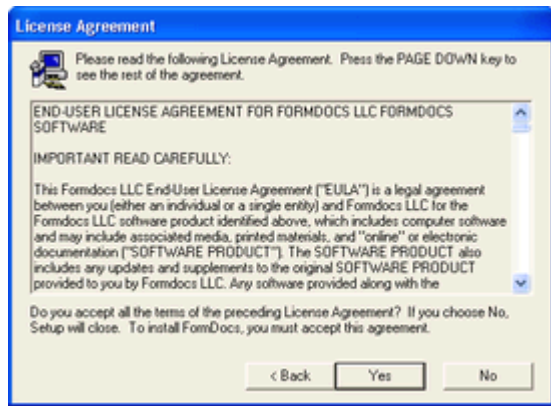
You will be presented with a Welcome message.



FormDocs Welcome Message

3. Click **Next** to continue the installation process.

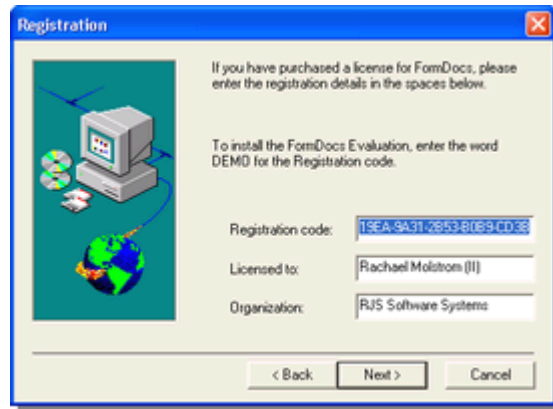
You will be prompted to accept the FormDocs licensing agreement.



FormDocs License Agreement

4. Click **Yes** to accept the agreement.

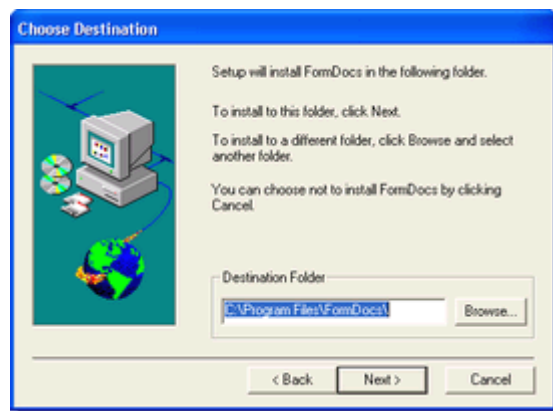
You will be prompted for FormDocs license details.



FormDocs Registration Details

5. If you have a permanent license key, enter the **license details** into the Registration dialog. If you are evaluating the product enter **DEMO** into the Registration code field.

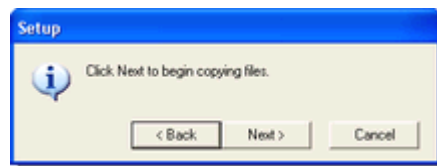
You will prompted for an installation directory destination.



FormDocs Installation Directory Destination

6. Click **Next** to continue the installation process.

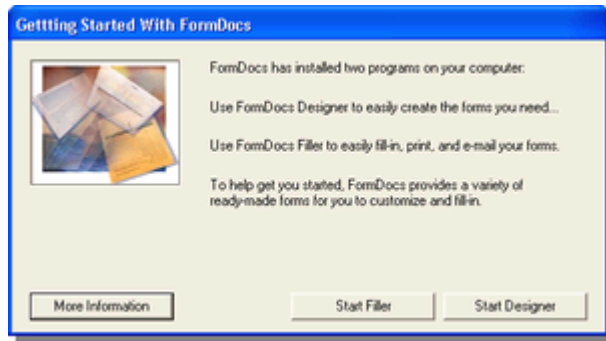
You will be prompted to begin the actual installation.



Begin Setup Prompt

7. Click **Next** to install the product.

You will be presented with an installation success message.



FormDocs Installation Success Message

8. Select either **Start Filler** or **Start Designer** to view the product.

After copying files, the Setup program will create the program group **FormDocs** with short-cuts for both Form Designer and Form Filler and notify you when it's done.

If you are using the RJS Software Download Utility to install this component, the download utility will now continue to the next selected component.

Chapter



4

Getting Started

Getting Started

The purpose of this section is to describe how to quickly get started using the RJS WinSpool/400 software suite to develop a new form in FormDocs then using Text Layer Designer to map spool file data to the fields in the new form. To get the most out of the *Getting Started* section you should progress through the sections sequentially.

Sample Report Merge

When you installed WinSpool/400 Electronic Forms a sample invoice template (invoice.FDT), Text Layer mapping (invoice.FDT) and converted spool file invoice data (invoice.TXT) were installed in the WinSpool/400 directory. We will use these sample files to show you how quickly you can merge data with the form template, even when the order and placement of the data does not match the form template.

Merge Data with Invoice Form

1. Open **RJS Text Layer Designer** from the WinSpool Electronic Forms program group.

You will be presented with an empty Text Layer Designer screen.

2. From the File menu, select **Open Form Template Field List**.

Each form template created in FormDocs contains a list of fields (data points) used in the form. Text Layer Designer maps the spool file text data to one or more of the fields described in the form template.

3. By default Text Layer Designer will display files found in the \Program Files\FormDocs\Templates directory which is where the sample files are located. Open the file **invoice.fdt**.

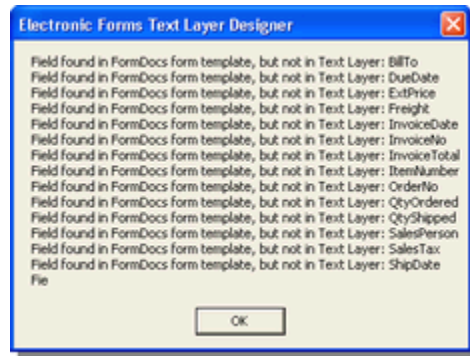
You will briefly see the flash screen for FormDocs Filler tool and then your screen will return to the empty Text Layer Designer screen. Although it appears that nothing has happened, Text Layer designer has loaded the field information into memory.

4. Click on the **Check for Unmatched Form Fields** button from the tool bar.



Check for Unmatched Form Fields button

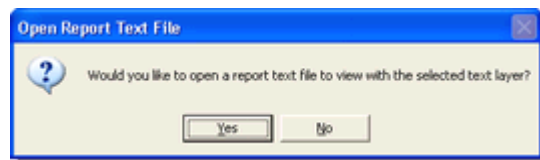
You will be presented with a list of all fields that are currently missing text layer mapping. Since we have not yet opened our Text Layer Designer mapping for the invoice form all fields will be noted in the dialog box. The dialog box should look similar to the one below:



Text Layer Designer Unmatched Field Check

5. Click **OK** to close the dialog box.
6. From the File menu, select **Open Report Text Layer**.

Text Layer Designer automatically opens the associated file for our invoice template. Text Layer Designer looks for a ".TLR" file with the same name as the form template opened in the first step. In this case the file opened was *invoice.tlr*. To aid in the readability and interpretation of the text layer report you will see the following message:



Text Layer Designer Message

7. Click **Yes** to open the associated converted spool file.
8. Open the text file **invoice.txt**.

Your screen should now look similar to the one shown below:

Invoice

01/28/97
 RL 03012
 1001
 100

Gamba, Joseph R.
 1423 Willesbrook Lane
 Rose Isle, FL
 32789-0000

Gamba, Joseph R.
 1423 Willesbrook Lane
 Rose Isle, FL
 32789-0000

885 Ground 2x10 Net 30 / 3 01/28/97 02/27/97 02/07/97 1/3

0X100 Easy Chair	3.00 0.00	3.00	349.00	Y	1047.00
---------------------	--------------	------	--------	---	---------

Text Layer Designer Showing Completed Text Layer Report

9. Click on the green rectangle surrounding the customer name on the left side of the invoice.

There will be sizing handles around the perimeter of the box and details of the field mapping description is shown in the status line at the bottom of the screen. In this example we see that the Customer name and address information has been mapped to the field **BillTo**. You will also see the exact placement of the mapping object. Your screen will look similar to the one shown below - notice the status line details:

Electronic Forms Text Layer Designer

File Edit Explore Help

Invoice

01/28/97
EL 03012
100
100

Gamba, Joseph E.
1423 Willowbrook Lane
Rose Isle, FL
32789-0000

Gamba, Joseph E.
1423 Willowbrook Lane
Rose Isle, FL
32789-0000

1

885 Ground 2x10 Net 30/3 01/28/97 02/27/97 02/07/97 2/3

0X100 Easy Chair	3.00 0.00	3.00	349.00	Y	1047.00
---------------------	--------------	------	--------	---	---------

Start Row/Col: (12,3) End Row/Col: (17,41) Rows/Cols Selected: (6,39) Field Name: BillTo

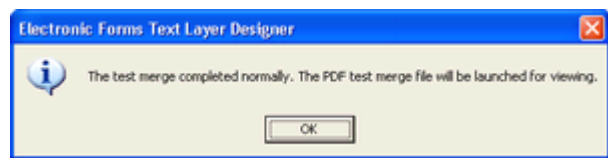
Text Layer Designer - Sample Field Definition Details

10. To test the actual merge of spool file data with the FormDocs template, select **Test Merge** from the File menu.

You will be asked if you want to save the text layer report.

11. Since we have not made any changes to the text layer report, click **No**.

You should receive a success message from Text Layer Designer.



Successful Text Merge Message

12. Click **OK**.

A sample PDF of the merged invoices will be opened.

RJS Software Systems, Inc.

Invoice

Invoice Information

Invoice No: BL 03012
 Invoice Date: 01/28/97
 Order No: 1001

Bill To

Gamba, Joseph R.
 1423 Willowbrook Lane
 Rose Isle, FL
 32789-0000

Ship To

Gamba, Joseph R.
 1423 Willowbrook Lane
 Rose Isle, FL
 32789-0000

Ship Date	Terms	Ship Via	Sales Person	Due Date
02/07/97	Net30 3	UPS Ground	3	02/27/97

Qty. Ordered Qty. BackOrd	Qty. Shipped	Item Number Description	Unit Price	Tax	Ext Price
3.00 0.00	3.00	MR 100 Easy Chair	349.00	Y	1047.00

All Currency is in U.S. Dollars			Subtotal	1047.00
Notice On all Past Due Accounts 1.5% Interest Charge Added Per Month Minimum Charge \$10.00			Sales Tax	94.23
			Freight	0.00
			Invoice Total	1141.23

Sample Invoice PDF

13. Scroll through the pdf file to view all invoices created.

Create A Form

Creation of a form is done by using the FormDocs software. In essence you are creating a template for each of the electronic forms you will be printing from your PC. Common uses of electronic forms include employee applications, time sheets, expense reports, invoices, sales quotes, etc.

Your form template is comprised of data fields, standard text, graphic objects such as lines and rectangles and graphic images such as your company logo. This section will step you through the creation of a sales invoice. The invoice form will be used in the later sections of *Getting Started* sections of this manual to map spool file data and then test the merge of form and data. Below is a sample of the invoice you will create in this section:

RJS Software Systems, Inc.

Invoice

Invoice Information

Invoice No:

Invoice Date:

Order No:

Bill To

Ship To

Ship Date	Terms	Ship Via	Sales Person	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Qty. Ordered Qty. BackOrd	Qty. Shipped	Item Number Description	Unit Price	Tax	Ext Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All Currency is in U.S. Dollars

Notice: On all Past Due Accounts 1.5% Interest Charge Added Per Month
Minimum Charge \$10.00

Subtotal	<input type="text"/>
Sales Tax	<input type="text"/>
Freight	<input type="text"/>
Invoice Total	<input type="text"/>

Sample Invoice created with FormDocs

Note: This section is meant to offer a quick-start tutorial for creating a template in FormDocs. It is not meant to document all features of the product. The on-line FormDocs help can provide you with detailed help of all features of the product.

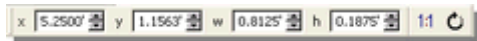
Useful Product Notes

- Every object has a type - line, arrow, ellipse, rectangle, text, field, table, picture, check box, option button or command button.
- Use the drawing toolbar on the left to select desired object type. Below is a sample of the drawing toolbar.



Drawing Toolbar

- Every object has an exact placement and size on the template. Precision x/y coordinates and height and width can be controlled by using the positioning toolbar. Below is a sample of the positioning toolbar.



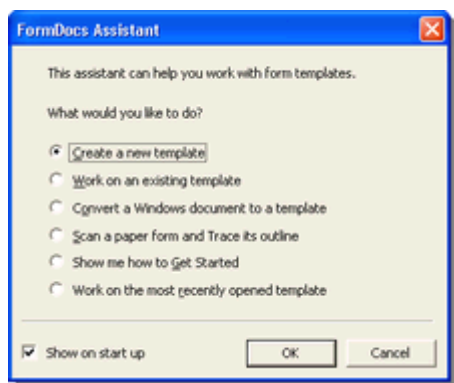
Positioning Toolbar

- The look and feel of all objects is controlled through the Appearance option found both on the Format menu and by right-clicking when an object is selected.
- To define details such as field name, type, or calculations of Field objects select the Properties option from the Format menu or by right-clicking when a field object is selected.
- Although field objects can have borders, shading and some control on the look and feel, RJS recommends you create graphic objects such as lines and rectangles to create the form background and then place field objects within and on top of the graphic objects. This will give you more control on formatting and placement.

Create FormDocs Invoice Form

1. Open **FormDocs** software from the FormDocs program group.

By default, FormDocs presents you with the FormDocs Assistant. The dialog will look similar to the following:



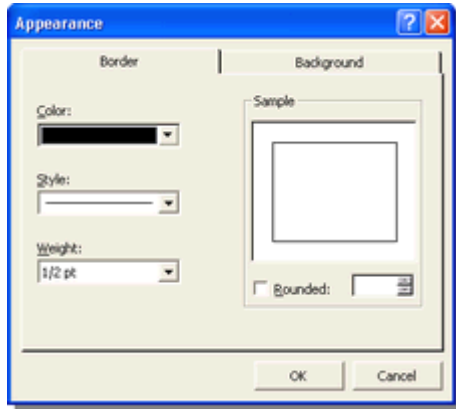
FormDocs Assistant

2. Select **Create a new template** and click **OK**.

You will be presented with a blank template. By default, FormDocs will show a light grey grid to aid in aligning objects on the template. If your grid is not showing, select Grid from the View menu.

- Before you begin creating objects, ensure the **Snap to Grid** option is disabled. The Snap to Grid option toggles on and off from the Arrange menu.
- We will start by creating the area of the invoice that will contain invoice information. Click on the **Draw Rectangle** button on the Drawing toolbar.
- From the Format menu, select **Appearance**.

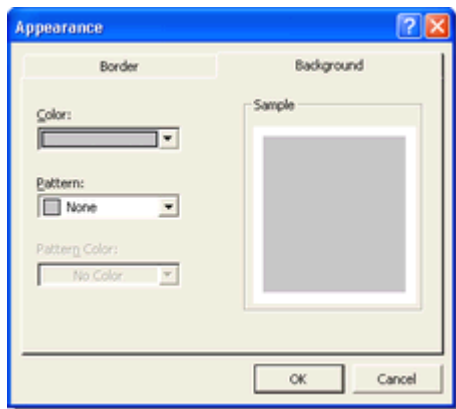
The Appearance dialog allows you to predefine the rectangle object properties. The dialog will look like the following:



FormDocs Appearance Dialog - Border Tab

- Enable the option **Rounded** - a check-mark will be displayed in the option box.
- Enter **0.30** in the adjustment box to the right of the Rounded option.
- Click on the **Background** tab.

The Background tab will look like the following:



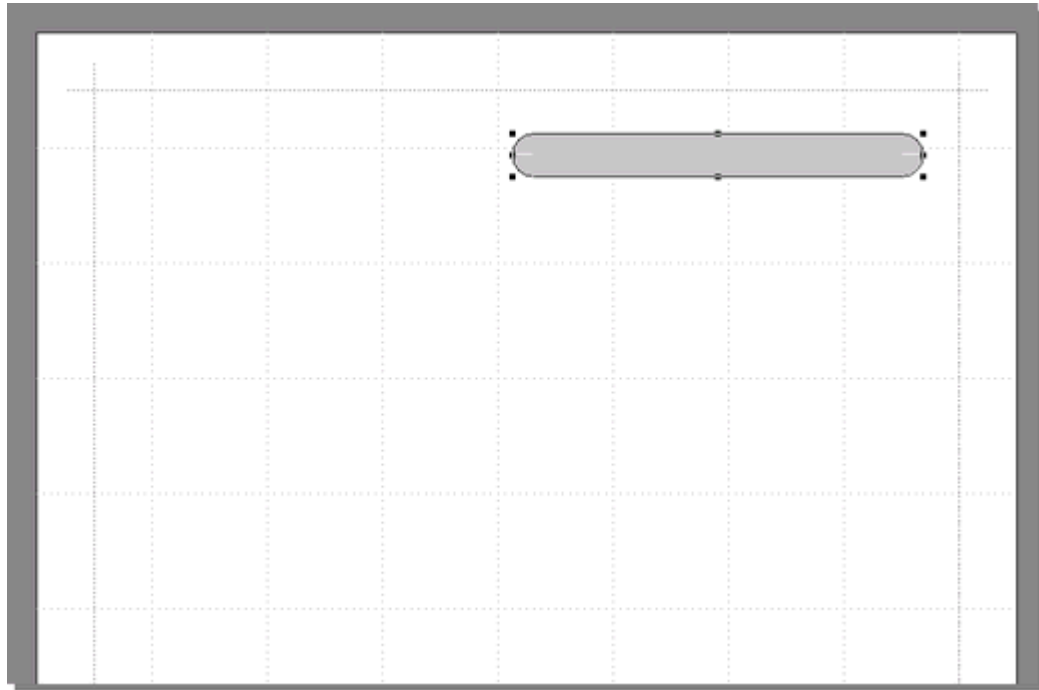
FormDocs Appearance Dialog - Background Tab

- Select **25% Grey** from the Color drop-down list.
- Click **OK**.

The cursor will change to a crosshair. This indicates you will be drawing an object when you click and drag the mouse.

11. Position the cursor just to the right of center and approximately 3/4" from the top - do not be concerned with exact positioning and size as we will use the positioning toolbar to adjust placement and size - **click and drag the mouse so that you have a rectangle that is approximately 3.5" wide and 0.5" high.**

When you release the mouse the grey-filled rectangle will appear on the form. Your form should look similar to the one shown below:

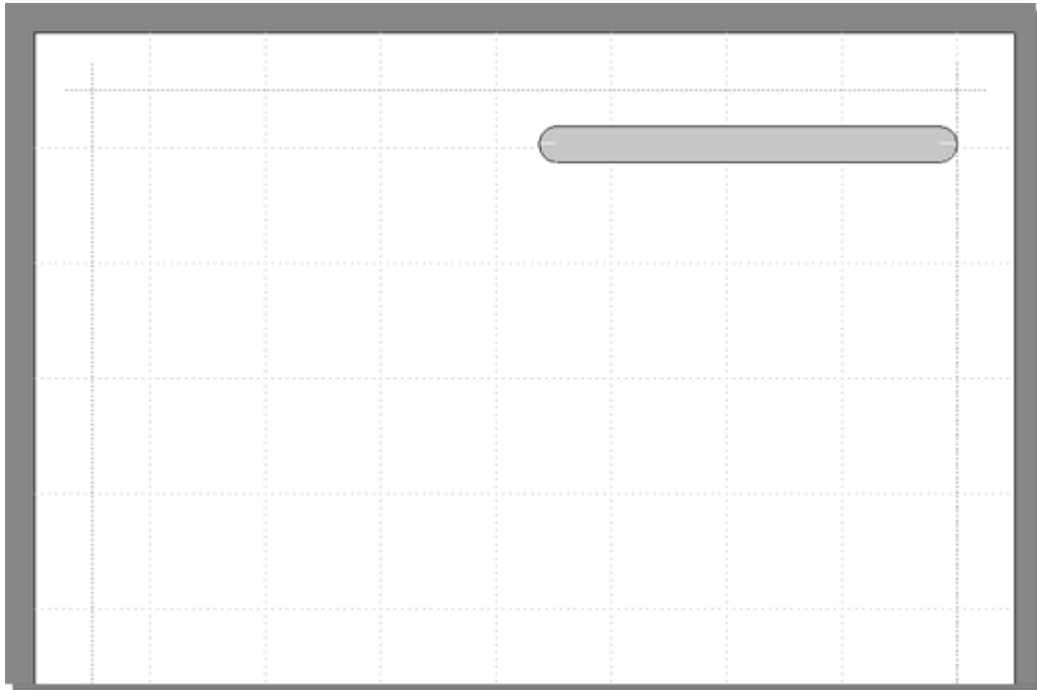


New Rounded-Rectangle Object

12. Use the **Positioning Toolbar** to enter the following coordinates:

x: 4.3438 y: 0.7813 w: 3.5938 h: 0.2813

Your template should now look similar to the one shown below:



Final Rounded-Rectangle Shape

13. Create the remaining four rounded-rectangles on your own. Below are the positioning coordinates you should use for each:

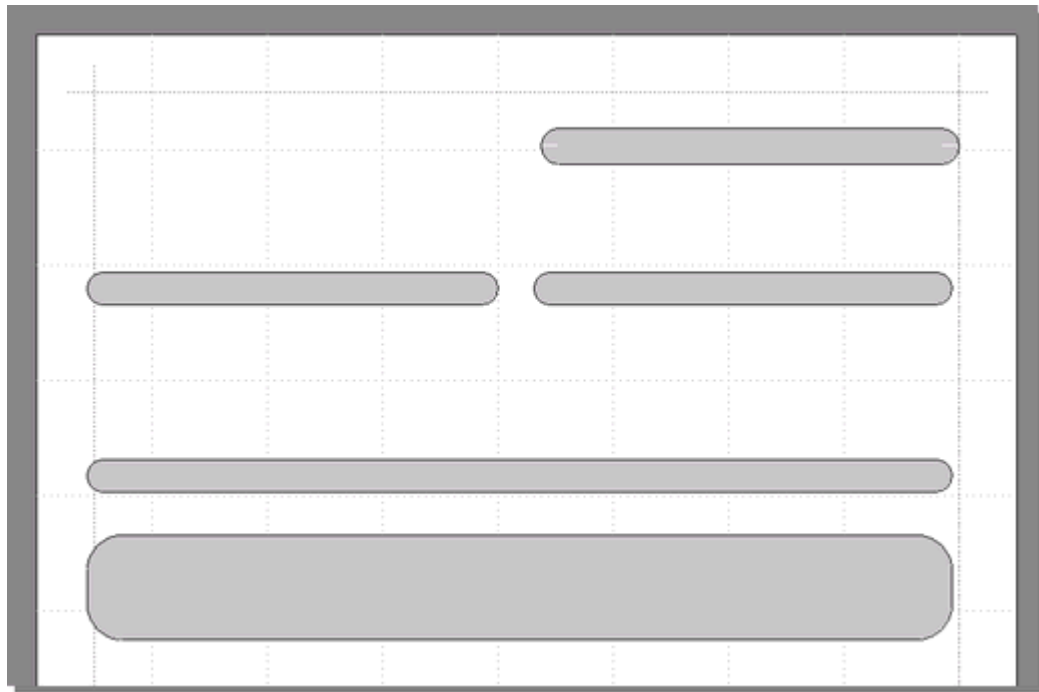
Object 1 - x: 0.4375 y: 2.0625 w: 3.5625 h: 0.2813

Object 2 - x: 4.3125 y: 2.0625 w: 3.6250 h: 0.2813

Object 3 - x: 0.4375 y: 3.6875 w: 7.5000 h: 0.2813

Object 4 - x: 0.4375 y: 4.3438 w: 7.5000 h: 0.9063

After completing the above objects, your template should look similar to the one below:



Template with Rounded-Rectangles

14. Again, click on the **Draw Rectangle** icon on the Drawing toolbar.
15. From the Format menu, select **Appearance**.
16. **Disable the Rounded** option and change the background color to **White**.
17. Now, create all basic rectangles on the form on your own. Below are the positioning coordinates you should use for each:

Object 1 -	x: 4.3438	y: 0.9375	w: 3.5938	h: 0.9775
Object 2 -	x: 0.4375	y: 2.2188	w: 3.5625	h: 1.3125
Object 3 -	x: 4.3125	y: 2.2188	w: 3.6250	h: 1.3125
Object 4 -	x: 0.4375	y: 3.8438	w: 1.1875	h: 0.3750
Object 5 -	x: 1.6250	y: 3.8438	w: 1.7500	h: 0.3750
Object 6 -	x: 3.3750	y: 3.8438	w: 1.9688	h: 0.3750
Object 7 -	x: 5.3438	y: 3.8438	w: 1.4688	h: 0.3750
Object 8 -	x: 6.8125	y: 3.8438	w: 1.1250	h: 0.3750
Object 9 -	x: 0.4375	y: 4.7813	w: 1.1250	h: 4.3125
Object 10 -	x: 1.5625	y: 4.7813	w: 1.1563	h: 4.3125
Object 11 -	x: 2.7188	y: 4.7813	w: 2.0313	h: 4.3125

Object 12 - x: 4.7500 y: 4.7813 w: 1.5000 h: 4.3125

Object 13 - x: 6.2500 y: 4.7813 w: 0.6250 h: 4.3125

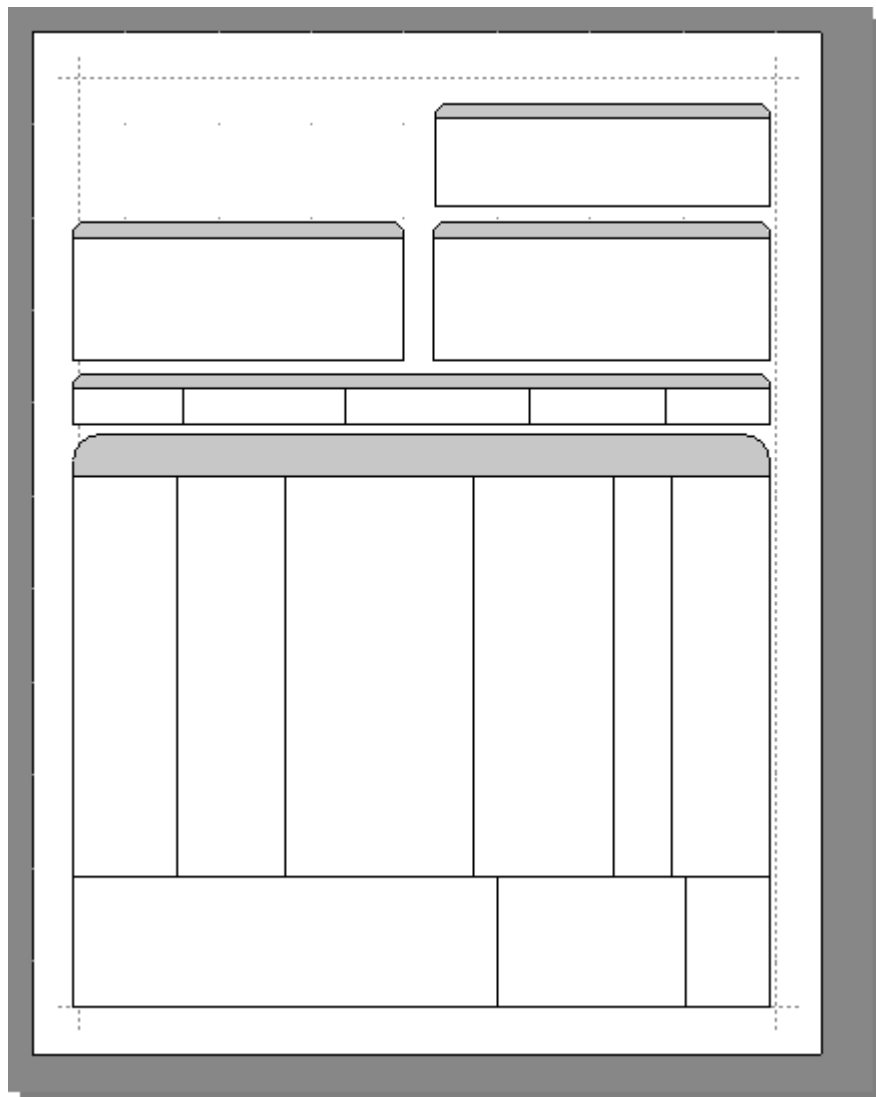
Object 14 - x: 6.8750 y: 4.7813 w: 1.0625 h: 4.3125

Object 15 - x: 0.4375 y: 9.0938 w: 4.5625 h: 1.4063

Object 16 - x: 5.000 y: 9.0938 w: 2.0313 h: 1.4063

Object 17 - x: 7.0313 y: 9.0938 w: 0.9063 h: 1.4063

After completing the above objects, your template should look similar to the one below:



Template with Additional Rectangles

18. Click on the **Draw Line** icon on the Drawing toolbar.
19. You are going to draw a vertical line that will be used to section off the top columnar section. Position the cursor at the top of the grey section which will be approximately 3 3/4" down the

page (use the rulers) and approximately 1 1/2" from the left-hand side of the page - do not be concerned with exact positioning and size as we will use the positioning toolbar to adjust placement and size - **click and drag the mouse so that you have a vertical line that is approximately 1/4" high.**

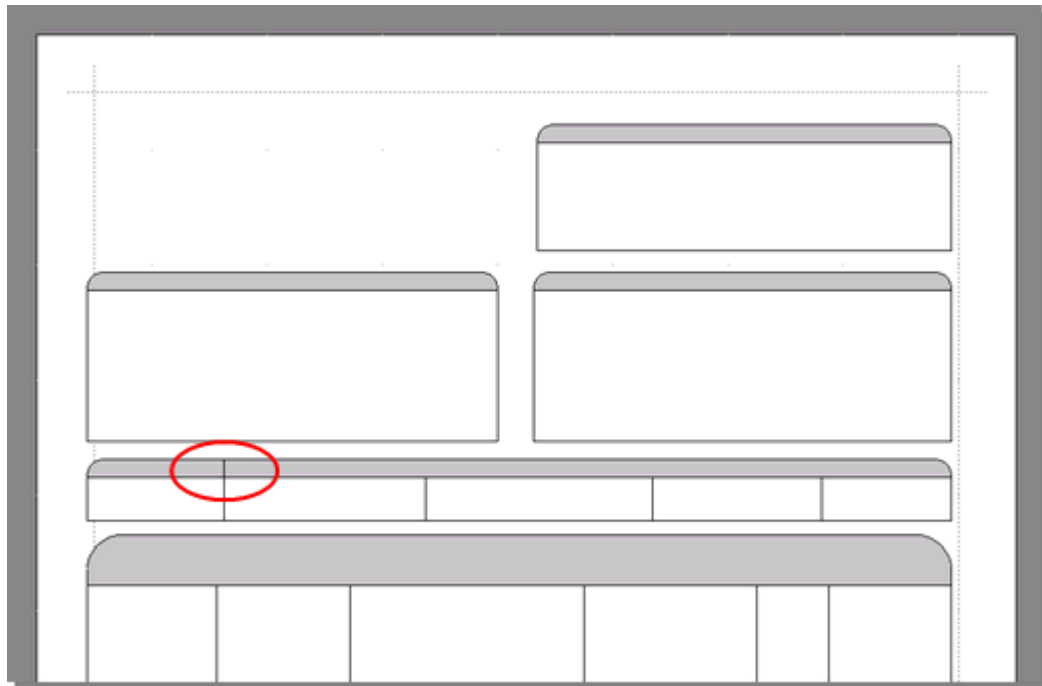
When you release the mouse the line will appear on the form.

Hint: If you are having difficulty drawing a straight line, hold down the shift key while drawing the line. Holding the shift key restricts your line to be drawn vertically, horizontally or at a 45 degree angle.

20. Adjust the Positioning coordinates to match the following:

x: 1.6250 y: 3.6875 w: 0.0035 h: 0.1875

Your screen should look similar to the one shown below - the new line is noted:



Template with New Vertical Line Drawn

21. Create the remaining eight lines using the following positioning coordinates:

Note: If you want, try using the duplicate object feature to create most of these lines and then just adjust the coordinates. Select the line created above and create three duplicate line objects that are offset to the right a small distance. Refer to the help text for help on using the feature. Once those are completed, manually draw line number 5 then, again, duplicate the lines and adjust.

Line 2 - x: 3.3750 y: 3.6875 w: 0.0035 h: 0.1875

Line 3 - x: 5.3438 y: 3.6875 w: 0.0035 h: 0.1875

Line 4 - x: 6.8125 y: 3.6875 w: 0.0035 h: 0.1875

Line 5 - x: 1.5625 y: 4.3438 w: 0.0035 h: 0.4375

Line 6 - x: 2.7188 y: 4.3438 w: 0.0035 h: 0.4375

Line 7 - x: 4.7500 y: 4.3438 w: 0.0035 h: 0.4375

Line 8 - x: 6.2500 y: 4.3438 w: 0.0035 h: 0.4375

Line 9 - x: 6.8750 y: 4.3438 w: 0.0035 h: 0.4375

Your template should look similar to the one shown below:

Line Objects on Invoice Template

22. Click on the **Draw Text** icon on the Drawing toolbar.
23. Click on the upper right-hand corner of the invoice.
A text object will be created with the word label within it.
24. Highlight the word label and then type **Invoice**.
25. Highlight Invoice and change the font to **Arial 20** using the icons on the Formatting toolbar.
26. Use the **Positioning Toolbar** to enter the following coordinates:

x: 6.9688 y: 0.4688 w: 1.1875 h: 0.3438

Your template should now look similar to the one shown below:

"Invoice" Text Object

27. Now, create remaining text objects on the form on your own. Below is the text, font details and positioning coordinates you should use for each:

Invoice Information	Arial 10	x: 5.6250	y: 0.7813	w: 1.3125	h: 0.1875
Invoice No:	Arial 11	x: 5.2500	y: 1.1563	w: 0.8125	h: 0.1875
Invoice Date:	Arial 11	x: 5.1250	y: 1.4063	w: 0.9063	h: 0.1875
Order No:	Arial 11	x: 5.3438	y: 1.6563	w: 0.7188	h: 0.1875
Bill To	Arial 10	x: 1.9688	y: 2.0625	w: 1.0625	h: 0.1875
Ship To	Arial 10	x: 5.8750	y: 2.0625	w: 1.0625	h: 0.1875
Ship Date	Arial 10	x: 0.5938	y: 3.6875	w: 0.7813	h: 0.1875
Terms	Arial 10	x: 2.2188	y: 3.6875	w: 0.7813	h: 0.1875
Ship Via	Arial 10	x: 4.1563	y: 3.6875	w: 0.7813	h: 0.1875
Sales Person	Arial 10	x: 5.6875	y: 3.6875	w: 1.0625	h: 0.1875
Due Date	Arial 10	x: 7.0625	y: 3.6875	w: 1.0625	h: 0.1875
Qty. Ordered Qty. BackOrd	Arial 10	x: 0.6563	y: 4.4063	w: 0.8750	h: 0.3438
Qty. Shipped	Arial 10	x: 1.7188	y: 4.4063	w: 0.8750	h: 0.1875
Item Number	Arial 10	x: 2.7813	y: 4.3750	w: 0.8750	h: 0.3750

Description

Unit Price **Arial 10** **x: 5.5938** **y: 4.3750** **w: 0.8750** **h: 0.1875**

Tax **Arial 10** **x: 6.4375** **y: 4.3750** **w: 0.3750** **h: 0.1875**

Ext Price **Arial 10** **x: 7.2500** **y: 4.3750** **w: 0.7813** **h: 0.1875**

Subtotal **Arial 11** **x: 6.4375** **y: 9.2500** **w: 0.8125** **h: 0.1875**

Sales Tax **Arial 11** **x: 6.3125** **y: 9.5313** **w: 0.8750** **h: 0.1875**

Freight **Arial 11** **x: 6.5313** **y: 9.8125** **w: 0.7188** **h: 0.1875**

Invoice Total **Arial 12 Bold** **x: 5.9688** **y: 10.2188** **w: 1.0625** **h: 0.1875**

28. Create one last text object with **Arial 10** with **Centered** Text alignment. Use the following positional coordinates:

x: 1.2813 y: 9.3750 w: 2.9688 h: 0.8438

29. Insert the following lines of text into the text object - note text will be centered on the template:

All Currency is in U.S. Dollars

Notice On all Past Due Accounts 1.5%
Interest Charge Added Per Month
Minimum charge \$10.00

Template should now look similar to the following:

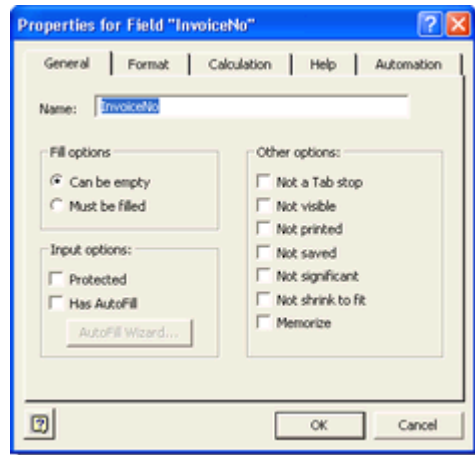
The image shows a screenshot of an invoice form template. The form is titled "Invoice" in the top right corner. It contains several sections:

- Invoice Information:** A box containing fields for "Invoice No:", "Invoice Date:", and "Order No:".
- Bill To:** A large rectangular box for the bill-to address.
- Ship To:** A large rectangular box for the ship-to address.
- Table 1:** A table with 5 columns: "Ship Date", "Items", "Ship Via", "Sales Person", and "Due Date".
- Table 2:** A table with 6 columns: "Qty. Ordered", "Qty. Shipped", "Item Number", "Description", "Unit Price", "Tax", and "Ext Price".
- Footer:** A section containing text: "All Currency in U.S. Dollars", "Notice on all Paid Due Accounts 1.5% Interest Charge Added Per Month", "Minimum Charge \$10.00", "Subtotal", "Sales Tax", "Freight", and "Invoice Total".

Invoice with Background Text Objects

30. Click on the **Draw Field** icon on the Drawing toolbar.
31. Position the cursor to the right of the text "Invoice No:" then **click and drag to create a rectangle approximately 1.75" wide by 0.25" high**.
- When you release the cursor, a rectangle will denote the new field.
32. From the Format menu, select **Properties**.
33. Type **InvoiceNo** in the Field edit box.

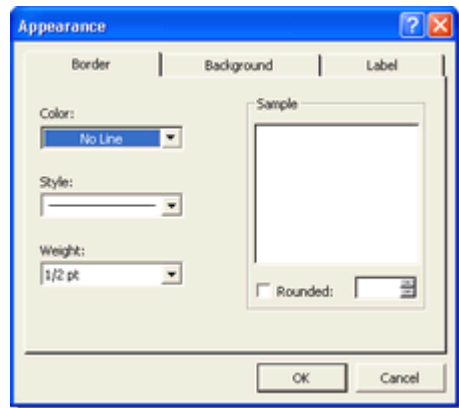
Since all of our data will be coming from a converted spool file data, all fill data will be type text. There is no need to define any additional field properties. The completed Properties dialog will look like the following:



Properties dialog Box - General Tab

34. Click **OK**.
35. From the Format menu, select **Appearance**.
36. Select **No Line** from the Color drop-down list.

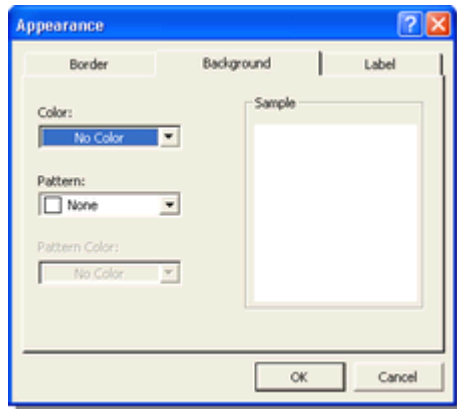
The Border tab should look like the following:



Appearance Dialog - Border Tab

37. Click on the **Background** tab.
38. Select **No Color** from the Color drop-down list.

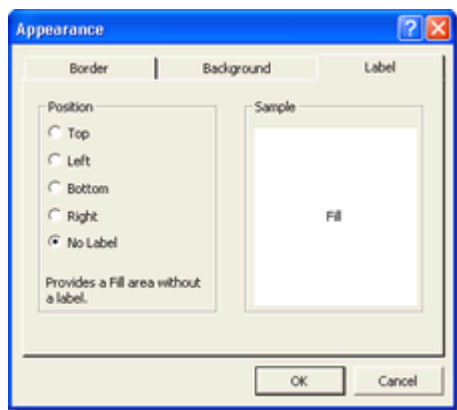
The Background tab should look like the following:



Appearance Dialog - Background Tab

39. Click on the **Label** tab.
40. Select the option **No Label**.

The Label tab should look like the following:



Appearance Dialog - Label Tab

41. Click **OK**.

The invoice with the one field will look similar to the one shown below:

Invoice with "Invoice No" Field

42. Now, create all Field objects on the form on your own. Below is the field name, text alignment and positioning coordinates you should use for each:

InvoiceDate	Lower Left	x: 6.0625	y: 1.3438	w: 1.8125	h: 0.2444
OrderNo	Lower Left	x: 6.0625	y: 1.5938	w: 1.8125	h: 0.2444
BillTo	Lower Left	x: 0.5000	y: 2.2813	w: 3.4375	h: 1.1875
ShipTo	Lower Left	x: 4.3750	y: 2.2813	w: 3.5000	h: 1.1875
ShipDate	Lower Left	x: 0.4688	y: 3.9375	w: 1.1250	h: 0.2444
Terms	Lower Left	x: 1.6563	y: 3.9375	w: 1.6875	h: 0.2444
ShipVia	Lower Left	x: 3.4063	y: 3.9375	w: 1.9063	h: 0.2444
SalesPerson	Lower Left	x: 5.3750	y: 3.9375	w: 1.4063	h: 0.2444
DueDate	Lower Left	x: 6.8438	y: 3.9375	w: 1.0625	h: 0.2444
QtyOrdered	Top Center	x: 0.5000	y: 4.8438	w: 1.0000	h: 4.1875
QtyShipped	Top Center	x: 1.6250	y: 4.8438	w: 1.0313	h: 4.1875
ItemNumber	Top Left	x: 2.7813	y: 4.8438	w: 1.9063	h: 4.1875
UnitPrice	Top Right	x: 4.8125	y: 4.8438	w: 1.3750	h: 4.1875
Tax	Top Center	x: 6.3125	y: 4.8438	w: 0.5000	h: 4.1875

ExtPrice	Lower Left	x: 6.9775	y: 4.8438	w: 0.9375	h: 4.1875
Subtotal	Center Right	x: 7.0625	y: 9.1563	w: 0.8125	h: 0.2444
SalesTax	Center Right	x: 7.0625	y: 9.4375	w: 0.8125	h: 0.2444
Freight	Center Right	x: 7.0625	y: 9.7188	w: 0.8125	h: 0.2444
InvoiceTotal	Center Right	x: 7.0625	y: 10.1875	w: 0.8125	h: 0.2444

Your invoice with all of the fields should look similar to the one shown below:

The invoice form is titled "Invoice" and contains the following sections:

- Invoice Information:** Fields for Invoice No: Fill, Invoice Date: Fill, and Order No: Fill.
- Bill To:** A large text area for bill-to information.
- Ship To:** A large text area for ship-to information.
- Summary Row:** Fields for Ship Date, Items, Ship Via, Sales Person, and Due Date.
- Item Table:** A table with columns: Qty. Ordered, Qty. Shipped, Item Number, Description, Unit Price, Tax, and Ext Price. Each column has a "Fill" placeholder.
- Footer/Summary:**
 - Left side: "All Currency in U.S. Dollars", "Notice On all Past Due Accounts 1.5% Interest Charge Added Per Month", "Minimum Charge \$10.00".
 - Right side: Subtotal (Fill), Sales Tax (Fill), Freight (Fill), and Invoice Total (Fill).

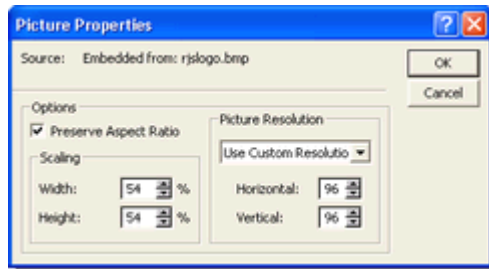
Invoice With All Data Fields

43. Click on the **Insert Picture** icon on the Drawing toolbar. Insert a company logo or picture of your choice.
44. Set the **Positional Coordinates** of the picture to the following (height and width will be dependent on your picture):

x: 0.5000 y: 0.5000

45. From the Format menu select **Properties**. Adjust the picture size and resolution so that the picture fits in the upper left corner of the invoice.

A sample of the Properties dialog is shown below:



Picture Properties

Your final invoice will look similar to the one shown below:

Ship Date	Terms	Ship Via	Sales Person	Due Date
Fill	Fill	Fill	Fill	Fill

Qty. Ordered Qty. BackOrd	Qty. Shipped	Item Number Description	Unit Price	Tax	Ext Price
Fill	Fill	Fill	Fill	Fill	Fill

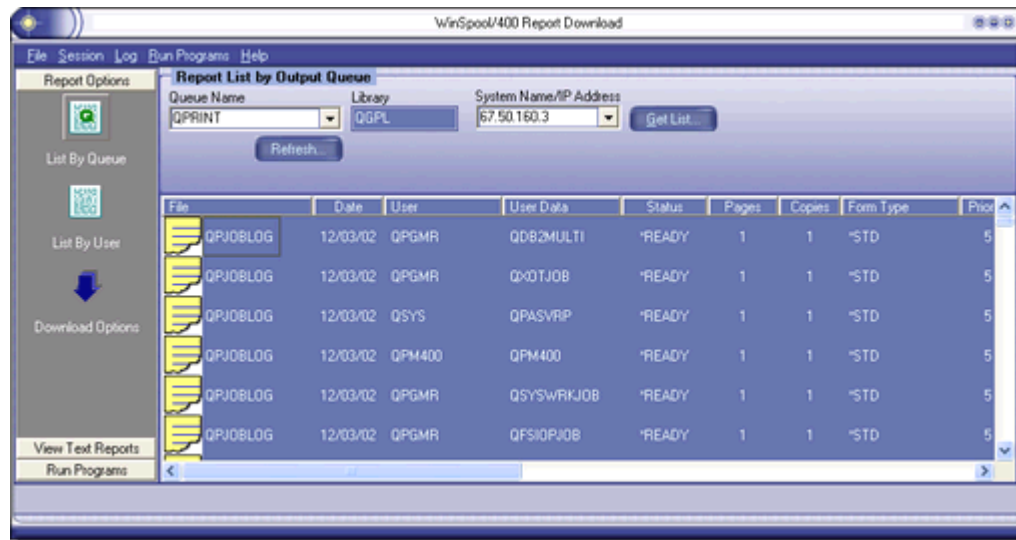
Final Invoice with Logo

46. Save the invoice as **Sample Invoice** in the FormDocs Templates directory.

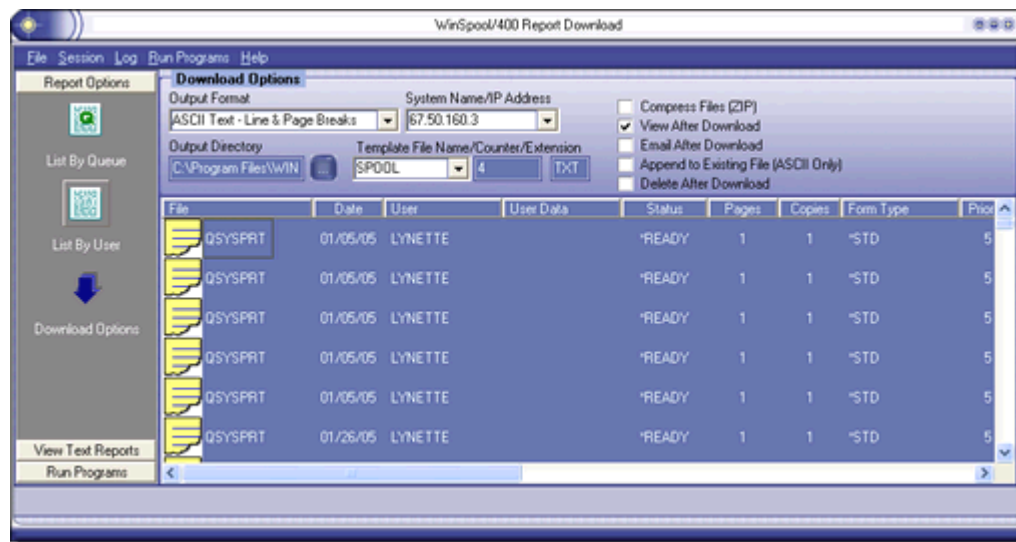
Congratulations, you will use this invoice for the remainder of our examples in the *Getting Started* section of this manual.

Download an iSeries Report

The WinSpool/400 Report Download software is used to both download the spool file from the iSeries system and to convert the file to a specified text format. When viewing available files to download you can choose to list the files based on the output queue or by OS/400 user. Samples of each viewing option are shown below:



WinSpool/400 - Available Downloads by Output Queue

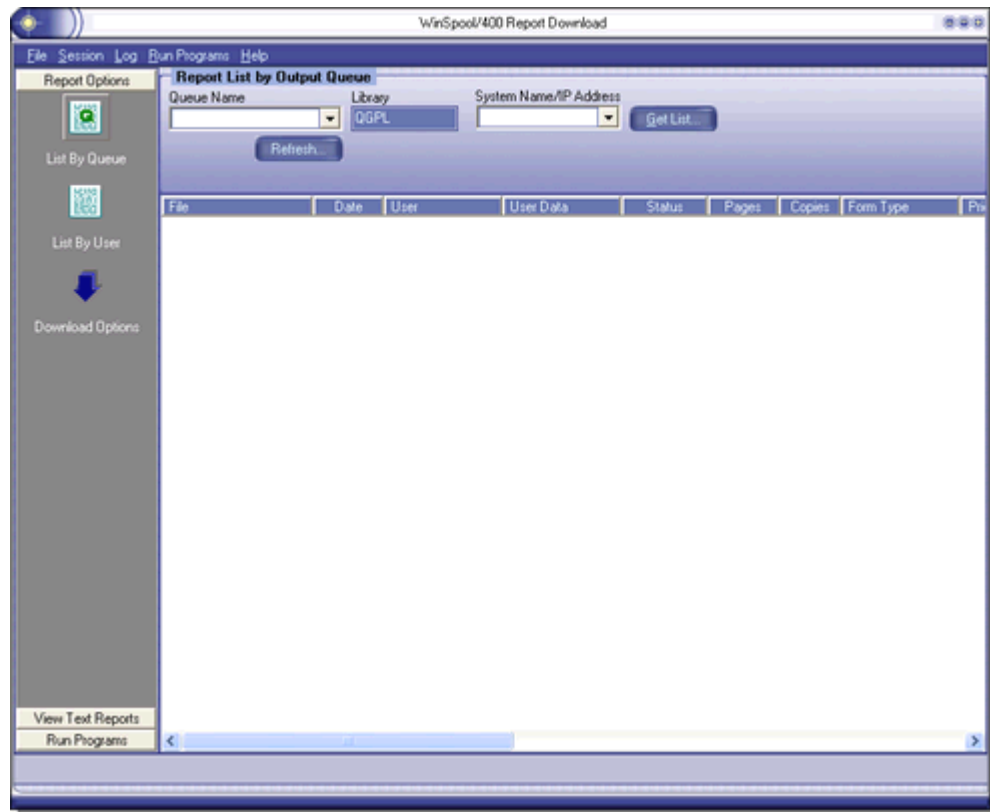


WinSpool/400 - Available Downloads by OS/400 User

Download iSeries Spool File Report

1. Open **WinSpool Report Download** from the WinSpool Report Download program group.

If this is the first time you have used Report Download, you will be presented with an empty report list. If you have retrieved possible reports in the past you will see that list on the screen. Below is a sample if you are a new user to Report Download:



WinSpool/400 - Empty Report List

2. Enter a valid **System Name** or **IP Address** in the System Name/IP Address edit box.
3. Click **Refresh**.

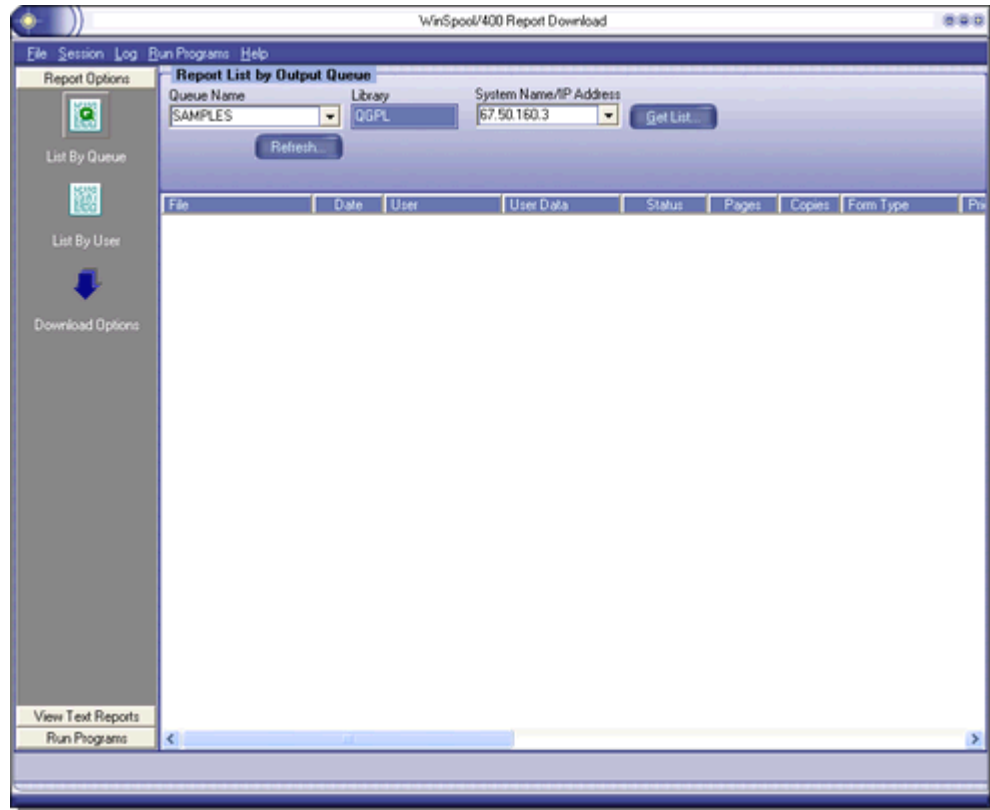
If you have not already logged onto the iSeries you will be prompted for User ID and password for the selected system.



Report Download - Sign On Screen

4. Enter a valid OS/400 **User ID** and **Password**.
5. Click **OK**.

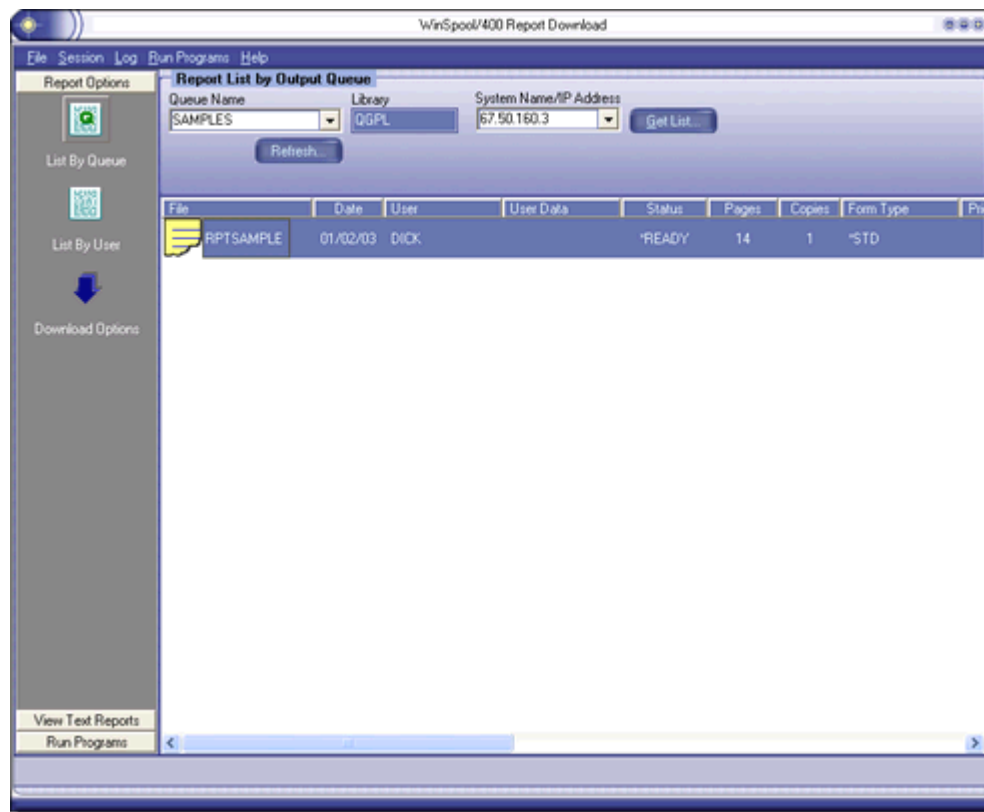
This will retrieve a list of valid OS/400 output queues from the selected iSeries. Your screen will look similar to the one shown below:



WinSpool/400 Report Download - Ready to Get Report List

6. Select an **Queue Name** from the drop-down list.
7. Click **Get List** to retrieve all available reports for the selected queue.

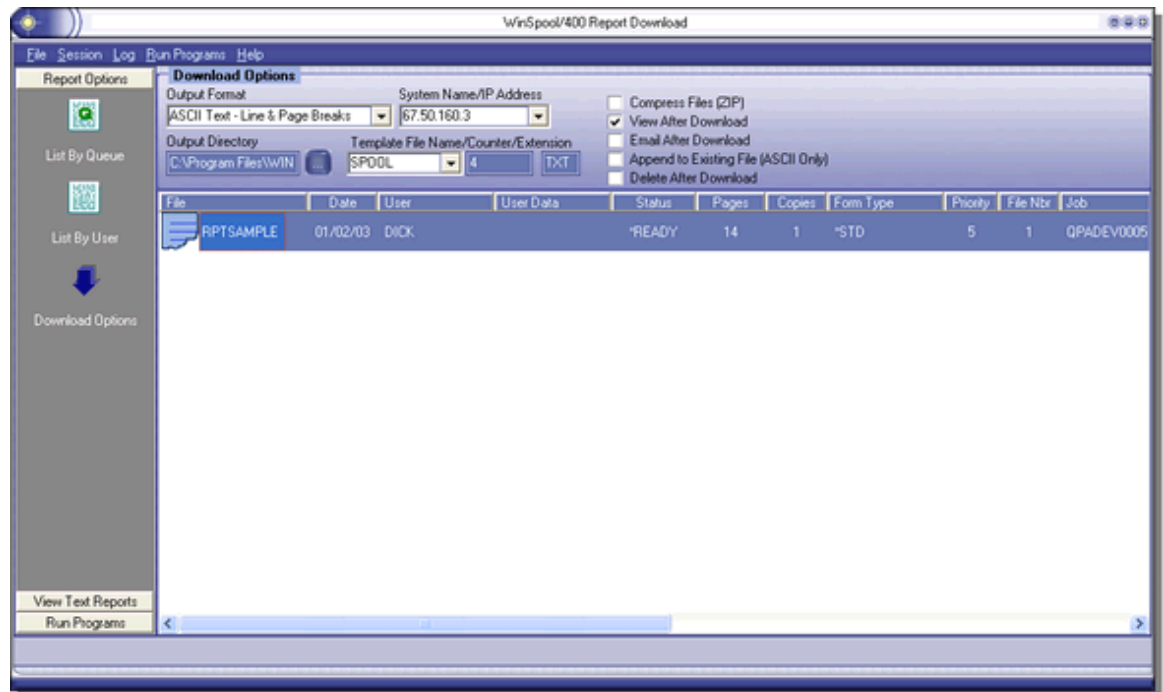
Our example resulted in just one sample report for the selected queue. You may retrieve a larger list. The screen is shown below:



WinSpool/400 - Sample Reports

8. **Select a report to download.** This is done by clicking on the yellow file icon to the left of the file name.

The top of your screen will change and display Download Options. A sample of the screen is shown below:



9. Select **RJS Text Layer Designer Format - Text** from the Output Format drop-down list.
10. Enable **View After Download** option. A check mark will be displayed in the option box.
11. **Right-click** on the selected report.
A submenu will be presented.
12. Select **Download Selected Reports** from the submenu.

The report will be downloaded and then opened in the Editor. Our sample report is shown below:

MGR: 001 O U T S T A N D I N G I N V O I C E S

Sales Rep: 100 DATE: 09/30/94 PAGE: 1

INV #	INVOICE DATE	SALES OFFICE	SALES PERSON	CUST #	COMPANY	INVOICE AMOUNT	BALANCE
51024	07/21/93	MIAMI	RAL	2004	GOLD COAST IND.	15,894.72	9,536.83
51098	08/06/93	CHICAGO	SJK	1056	XYZ INDUSTRIES	8,976.73	4,488.73
51128	09/12/93	DALLAS	KAL	2564	GOODWIN & CO.	10,467.98	2,616.75
51215	11/03/93	CHICAGO	RCH	1277	ROBINSON BROS.	934.12	934.12
51556	12/28/93	CHICAGO	SJK	1983	TWELVE OAK INC.	98.50	98.50
51623	01/04/94	DALLAS	MBE	3609	ACME IND.	1,522.34	506.94
51789	01/09/94	LOS ANG	ABA	1059	H. M. WEBSTER	23,655.00	23,655.00
52081	02/19/94	CHICAGO	SJK	1056	XYZ INDUSTRIES	2,302.65	802.65
52256	03/16/94	MIAMI	RAL	2004	GOLD COAST IND.	18,989.30	9,494.65
52307	03/27/94	CHICAGO	PTR	3217	TRI STATE CO.	532.35	9.00
52691	04/22/94	CHICAGO	RCH	3185	BROWN & SONS	4,320.45	2,320.45
52709	04/23/94	CHICAGO	SJK	1056	XYZ INDUSTRIES	945.63	945.63
52811	04/26/94	DALLAS	MBE	3609	ACME IND.	11,432.80	6,432.80
53182	05/02/94	CHICAGO	RCH	1277	ROBINSON BROS.	528.31	264.15
53201	05/04/94	DALLAS	KAL	2564	GOODWIN & CO.	2,391.05	356.23
53267	05/13/94	MIAMI	WKG	3325	ATLANTIC TECH	31,995.43	31,995.43
53342	05/15/94	DALLAS	KAL	1402	TEXAS LTD.	5,898.91	5,898.91
53354	05/18/94	DALLAS	SBW	3114	RBC ASSOCIATES	1,547.51	1,547.51
53482	05/22/94	CHICAGO	SJK	1056	XYZ INDUSTRIES	734.97	12.59
53525	06/01/94	LOS ANG	ABA	1059	H. M. WEBSTER	15,403.00	15,403.00
53589	06/05/94	MIAMI	RAL	2004	GOLD COAST IND.	11,985.02	11,985.02
53603	06/14/94	MIAMI	RAL	4051	ABCO CORP.	822.12	411.06

0 MGR: 001 O U T S T A N D I N G I N V O I C E S

Sales Rep: 100 DATE: 09/30/94 PAGE: 2

Downloaded Spool File Report

Congratulations! You have downloaded your first report.

Map Text Layer

The RJS Text Layer Designer software is used to diagram the text data found in your converted spool files to the defined fields of a FormDocs template. This data mapping enables you to merge iSeries spool-file data with electronic forms - all within a Window's based PC, so that you can print documents such as invoices or packing lists on plain paper with the look of a pre-printed form.

In this example we will use the invoice designed in the *Create A Form* section and a sample text file that was installed with Text Layer Designer. The creation of the text layer definition consists of 4 steps:

1. **Open Form Template Field List** - retrieves defined fields from the FormDocs template.
2. **Create New Report Text Layer** - file that contains field mapping information.
3. **Define Text Fields** - associates text fields with template fields.
4. **Test Merge** - check to ensure forms are filled correctly.

Open Form Template Field List

Remember we will be using the FormDocs template Sample Invoice we created earlier in this chapter of the manual. The fields defined in the template are used by Text Layer Designer to match text data to the form data.

Open Form Template Field List

1. Open **RJS Text Layer Designer** from the WinSpool Electronic Forms program group.

You will be presented with an empty Text Layer Designer screen.

2. From the File menu, select **Open Form Template Field List**.

Each form template created in FormDocs contains a list of fields (data points) used in the form. Text Layer Designer maps the spool file text data to one or more of the fields described in the form template.

3. By default Text Layer Designer will display files found in the WinSpool/400 directory which is where our the sample files are located. Open the file **Sample Invoice.fdt**.

You will briefly see the flash screen for FormDocs Filler tool and then your screen will return to the empty Text Layer Designer screen. Although it appears that nothing has happened, Text Layer designer has loaded the field information into memory.

Create New Report Text Layer

Now that we have our list of field names from our form template, the next step we need to take is create a report text layer along with opening a sample text report. This allows you to see the layout of your report so you can start mapping your data to the appropriate fields. By opening a report text layer a file gets created in the same folder as the form template with a .TLR extension.

New Report Text Layer

1. From the File menu, select **New Report Text Layer**.

Text Layer Designer automatically creates a report text layer with a matching file name to our sample invoice template. Text Layer Designer uses the file extension of ".TLR". In this case the file created will be *Sample Invoice.tlr*. To aid in the readability and diagramming of

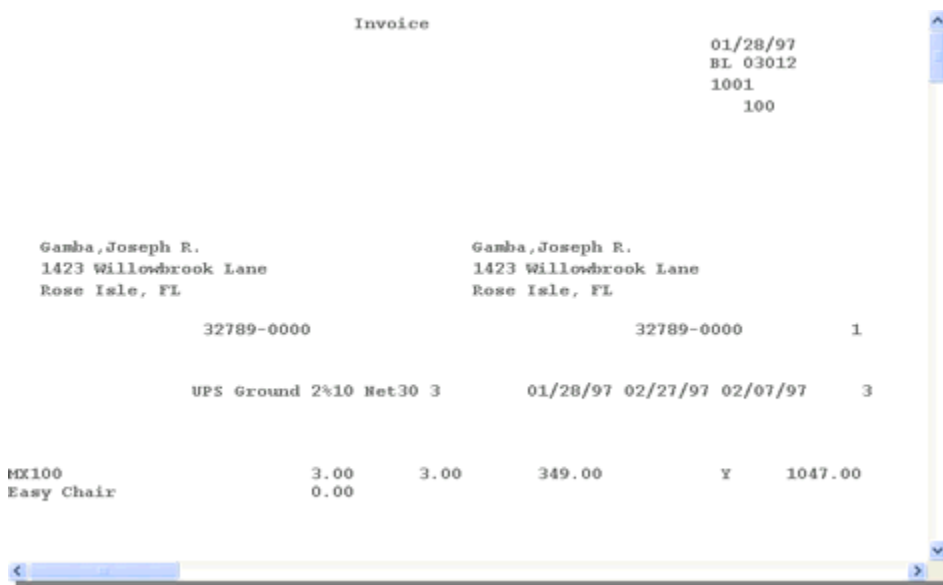
the text layer report you will see the following message:



Text Layer Designer Message

2. Click **Yes** to open the associated converted spool file.
3. Open the text file **invoice.txt**.

Your screen should now look similar to the one shown below:



Text Layer Designer Showing New Text Layer Report

Define Text Fields

The third step in creating a text layer for our report is to define the data fields and where they are located within the text file. Adding a field allows us to know the position of the data that you want to map to your form. Once you add a field, you will need to associate the field object to one of your template fields.

Define Text Fields

1. From the Edit menu, select **Add Field**

If you prefer, use the Add Field toolbar icon:



Add Field Button

Your text layer report now has a field object showing. Your screen will look similar to the one below:

Invoice

01/28/97
BL 03012
1001
100

Gamba, Joseph R.
1423 Willowbrook Lane
Rose Isle, FL

Gamba, Joseph R.
1423 Willowbrook Lane
Rose Isle, FL

32789-0000	32789-0000	1
UPS Ground 2%10 Net30 3	01/28/97 02/27/97 02/07/97	3
MX100	3.00 3.00 349.00	Y 1047.00
Easy Chair	0.00	

Text Layer Report with New Field

2. Click and drag the field object over the invoice date in the top right corner.

The text showing below the field object is the data that will be inserted into the field. In this example, we see a the data 1/28/97. Your screen should look similar to the one below:

Invoice

01/28/97
BL 03012
1001
100

Gamba, Joseph R.
1423 Willowbrook Lane
Rose Isle, FL

Gamba, Joseph R.
1423 Willowbrook Lane
Rose Isle, FL


32789-0000	32789-0000	1
UPS Ground 2%10 Net30 3	01/28/97 02/27/97 02/07/97	3
MX100	3.00 3.00 349.00	Y 1047.00
Easy Chair	0.00	

Text Layer Report - Field Positioning

3. Use the sizing handles on both sides of the field object to **reduce the field size such that the edges extend just a little past the data.**

Text Layer Designer is able to strip any extraneous spaces from the final data field if your field is larger than the actual data. This is a nice feature when you have a text field with variable length. Your screen should look similar to the one shown below:

Invoice

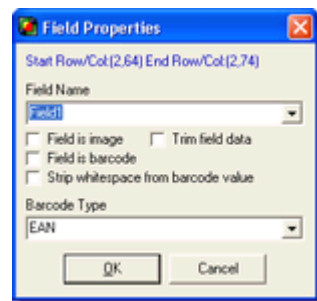

 01/28/97
 BL 03012
 1001
 100

Gamba, Joseph R. 1423 Willowbrook Lane Rose Isle, FL 32789-0000	Gamba, Joseph R. 1423 Willowbrook Lane Rose Isle, FL 32789-0000	1
UPS Ground 2%10 Net30 3	01/28/97 02/27/97 02/07/97	3
MX100	3.00	3.00
Easy Chair	0.00	349.00
	Y	1047.00

Text Layer Designer - Sized Date Field

4. **Double-click** the field to assign properties.

You will be presented with the Field Properties dialog.



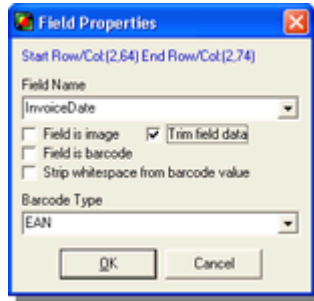
Field Properties Dialog

5. Select **InvoiceDate** from the Field Name drop-down list.

The list of Field Names was created by opening the Form template Field List - in other words, the FormDocs template field names.

6. Enable the **Trim field data** option.

By enabling this option, any spaces prior or at the end of the invoice date will be stripped from the actual field data. Your completed dialog should look similar to the one below:



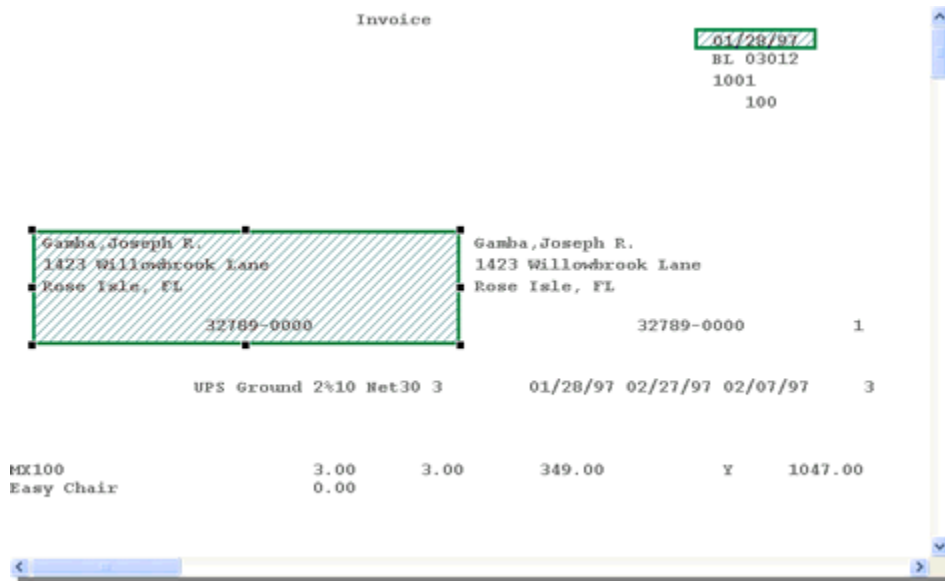
Field Properties - InvoiceDate

7. Click **OK**.
8. From the Edit menu, select **Add Field**
9. **Click and drag the field object over "Gamba, Joseph R." on the left side of the invoice.**

The left-hand side of the field object should be placed just to the left of the customer name text.

10. **Resize the field object so that it is below the zip code line and extends to the center of the invoice.**

Do not cover the next customer/address block. In this case, we will be assigning multiple lines of text to one field. Your screen should look similar to the one below:



Text Layer Report - Multi-line Field

11. Use the Field Properties dialog to assign this field to **ShipTo** field and to **Trim field data**.
12. Continue to create and assign field properties as described below. Make sure to enable the Trim field data option for all fields. Also, you may need to scroll down the page to either define the entire field space or to view fields on the lower portion of the page. Special comments for the creation of the field are listed on the left. Those fields noted with an asterisk (*) must be multiple line fields. For example, the field ItemNo should extend down the page until the bottom is just above the area where the invoice summary data is listed.

BL 03012	InvoiceNo	
1001	OrderNo	
Gamba, Joseph R	ShipTo	This is the right-side address block. Include all address lines.
UPS Ground	ShipVia	
Net 30 3	Terms	
01/28/97	InvoiceDate	This is the first of three dates on this line.
02/27/97	DueDate	This is the second of three dates on this line.
02/07/97	ShipDate	This is the third of three dates on this line.
3	SalesPerson	Ensure field extends a little to left and right of this value.
MX100 above listed.	ItemNo	Extend the length of this field until the bottom is just Easy chair the area where the invoice summary data is
3.00 0.00	QtyOrdered	Extend the length to be equal to ItemNo.
3.00	QtyShipped	Extend the length to be equal to ItemNo.
349.00	UnitPrice	Extend the length to be equal to ItemNo.
Y	Tax	Extend the length to be equal to ItemNo.
1047.00	ExtPrice	Extend the length to be equal to ItemNo.
1047.00	Subtotal	You may need to scroll down to find this field. It is located near the bottom of the page.
94.23	SalesTax	
0.00	Freight	
1141.23	InvoiceTotal	

Your text layer report should look similar to the one shown below:

Invoice

01/28/97
 RL 03012
 1003
 100

Gamba, Joseph E.
 1423 Willesbrook Lane
 Rose Isle, FL
 32789-0000

Gamba, Joseph E.
 1423 Willesbrook Lane
 Rose Isle, FL
 32789-0000

HES Ground 2%10 Net 30 / 3 01/28/97 02/27/97 02/07/97 / 3

0X100 Easy Chair	3.00 0.00	3.00	349.00	Y	1047.00
---------------------	--------------	------	--------	---	---------

Text Layer Report - Sample Invoice

The text layer report is ready to be tested. See the following section *Test Merge* for instructions.

Test Merge

The Test Merge feature is used to ensure all fields have been properly assigned to template fields and that the final form is correctly filled with the spool file data.

Test Merge

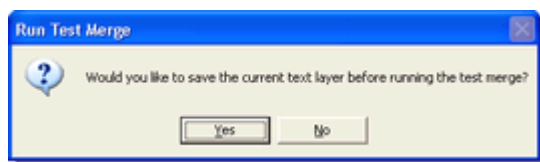
1. From the File menu, select the **Test Merge**.

If you prefer, use the Test Merge toolbar icon:



Test Merge Button

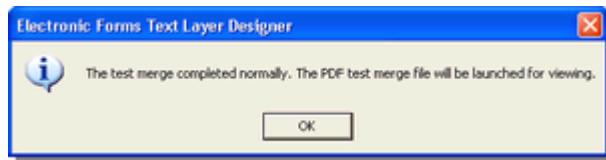
Since we have not saved our report, you will be prompted to save.



Run Test Merge - Save Report Layer Message

2. Click **Yes** to save your text layer report.

You will be presented with a message to view the test merge.



Test Merge Success Message

3. Click **OK**.

You will be presented with a pdf file that includes five sample invoices. Scroll through your invoices. The first invoice should look similar to the one shown below:

RJS Software Systems, Inc.

Invoice

Invoice Information	
Invoice No:	BL 03012
Invoice Date:	01/28/97
Order No:	1001

Bill To	Ship To
Gamba, Joseph R. 1423 Willowbrook Lane Rose Isle, FL 32789-0000	Gamba, Joseph R. 1423 Willowbrook Lane Rose Isle, FL 32789-0000

Ship Date	Terms	Ship Via	Sales Person	Due Date
02/07/97	Net30 3	UPS Ground	3	02/27/97

Qty. Ordered Qty. BackOrd	Qty. Shipped	Item Number Description	Unit Price	Tax	Ext Price
3.00 0.00	3.00	100 100 Easy Chair	349.00	Y	1047.00

All Currency is in U.S. Dollars			Subtotal	1047.00
Notice On all Past Due Accounts 1.5% Interest Charge Added Per Month Minimum Charge \$10.00			Sales Tax	94.23
			Freight	0.00
			Invoice Total	1141.23

Test Merge - Completed Invoice Samples

Congratulations! You have successfully created a form template, text layer report that merges

spool file data.

Automate through Print Server

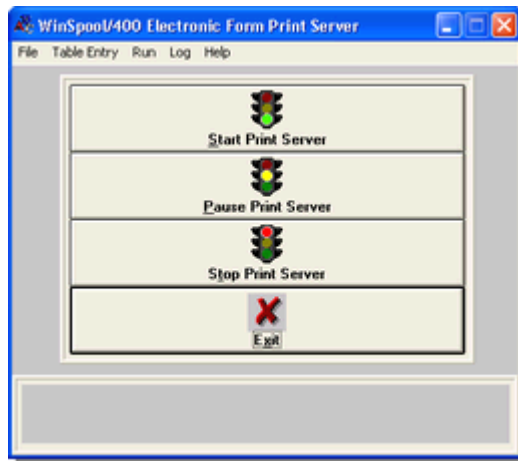
The WinSpool/400 Print Server can be used to automate your electronic forms process. WinSpool/400 Print Server is designed to monitor output queues on the iSeries and then initiate the spool file downloads when output queues become available on the server and finally to fill and print forms accordingly. In other words, the Print Server integrates all of the individual tools to actually download spool file data and insert that data into the correct forms for printing.

In this example, you will set up the WinSpool/400 Print Server to monitor a default WinSpool output queue and use the invoice template to print five invoices.

Print Server Automation Task

1. Open **Electronic Form Print Server** from the WinSpool Electronic Forms program group.

You will be presented with the Print Server main screen.



Electronic Form Print Server Main Screen

2. From the Table Entry menu, select **Edit System List**.

The system list maintains the details necessary to establish an active session with one or more iSeries systems. A sample connection is created when you install the software. You will be presented with the System List screen.

AS/400 System or IP Address	AS/400 User	Password	Activate
1.1.1.1	QSECDFR	32D659E1 2	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>

Default System List

3. Click in the yellow cell of the **AS/400 System or IP Address** column. Enter a valid iSeries system name or IP address.
4. Enter a valid **OS/400 User ID** in the AS/400 User field.
5. Enter a valid password for the given user ID.

Password value will initially be seen in the field as you enter it. The value is encrypted as soon as the cursor is moved to a different field in the table.

6. Ensure the **Activate** field is enabled.

A check mark will be displayed in the box.

7. De-select the **Activate** field for the default system 1.1.1.1.

Note: If you prefer to delete the sample data row, click on the arrow button to the left of the row and then press your delete key. This will remove the line from the data file. If you would like to keep the sample row for reference, disable the activate option which maintains the data row but will not attempt to communicate with the noted system when the print server is running.

Your screen should look similar to the one shown below:

System List

AS/400 System or IP Address	AS/400 User	Password	Activate
1.1.1.1	QSECOFR	32D659E1 2	<input type="checkbox"/>
67.50.160.3	LYNETTE	PASSWORD	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>

Updated System List

8. Click in **any cell of the last row** in the table.

If a cursor remains in one of the cells of the new row of data, it is assumed you are in edit mode for the field. You must complete the field edit by moving the cursor to an empty cell.

9. Click **OK**.
10. From the Table Entry menu, select **Edit Output Queue List**.

The Output Queue List maintains the details that will link system and output queue to a particular forms processing method, FormDocs or Reform, and instructions on what to do with output queues once processed by the Print Server. You will be presented with the default Output Queue list:

Output Queue List

Output Queue	Library	Description	AS/400 System or IP Address	Activate	Output Format
WSPEFORM	QGPL	Electronic Forms Test Output Q	1.1.1.1	<input checked="" type="checkbox"/>	TXT
*				<input type="checkbox"/>	

Default Output Queue List

11. Click in the yellow cell of the **Output Queue** column. Enter **WSPEFORM** as the Output Queue.
12. Enter **QGPL** in the Library field.
13. Enter the text **Electronic Forms Test Output Q** in the Description field.

14. Enter a valid **iSeries system name or IP address** in the AS/400 System or IP Address field.
15. Ensure the **Activate** field is enabled.

A check mark will be displayed in the box.

16. De-select the **Activate** field for the default system 1.1.1.1.

Note: If you prefer to delete the sample data row, click on the arrow button to the left of the row and then press your delete key. This will remove the line from the data file. If you would like to keep the sample row for reference, disable the activate option which maintains the data row but will not attempt to communicate with the noted system when the print server is running.

17. Click in the Output Format field. A down-arrow button will appear. Select **FDC** from the list.

Your screen should look similar to the one shown below:

Output Queue List

Output Queue	Library	Description	AS/400 System or IP Address	Activate	Output Format
WSPEFORM	QGPL	Electronic Forms Test Output Q	1.1.1.1	<input type="checkbox"/>	TXT
WSPEFORM	QGPL	Electronic Forms Test Output Q	67.50.160.3	<input checked="" type="checkbox"/>	FDC
*				<input type="checkbox"/>	

Updated Output Queue List

18. Select **Do Nothing** from the After Processing Option field.

By selecting *Do Nothing* during our test period we ensure that the spool file remains unchanged and available for use during our testing period. For testing purposes, we recommend that the *After Processing Option* is always set to *Do Nothing*. Once testing is complete this option can be changed to the appropriate processing option. Refer to the *Electronic Form Print Server* chapter in this manual for additional help on this option.

19. Click **OK**.
20. From the Table Entry menu, select **Edit Print Output Directory List**.

The Print Output Directory list maintains the detailed instructions for merging data and printing forms. You will be presented with the Print Output Directory List screen.

Print Output Directory List

Output Queue	Library	AS/400 System or IP Address	Output PC Directory	Output PC Directory Desc
WSPEFORM	QGPL	1.1.1.1	C:\WSPEFORM\SPooler	Reform Print Engine Directo
*				

Default Print Output Directory List

21. Click in the yellow cell of the **Output Queue** column. Enter **WSPEFORM** as the Output Queue.

22. Enter **QGPL** in the Library field.
23. Enter a valid **iSeries system name or IP address** in the AS/400 System or IP Address field.
24. Click on the **Directory Browse** button and select the desired PC directory.

If you installed WinSpool/400 into the default directory of C:\WSPEFORM then you can accept the displayed default directory. If you changed the WinSpool/400 installation directory to another directory, such as within Program Files, you should enter C:\Program Files\WSPEFORM\SPOOLER.

25. Enter a desired description of the directory in the **Output PC Directory**.
26. Ensure the **Activate** field is enabled.

A check mark will be displayed in the box.

27. Enter **1** into the Print Copies field.
28. Click in the **Windows Printer for HTML/FormDocs Printing** field - you will need to scroll to the far right to see this field. A drop-down selection button will appear. Select the desired printer to use for printing sample forms.

Leave all other fields as is. Default values will server our sample well.

29. De-select the **Activate** field for the default system 1.1.1.1.
30. Click in the Output Queue field of the last row - you will need to scroll to the far left.

Your screen should look similar to the one shown below:

Print Output Directory List

Output Queue	Library	AS/400 System or IP Address	Output PC Directory	Output PC Directory Desc	Activate
WSPEFORM	QGPL	1.1.1.1	C:\WSPEFORM\SPOOLER	Reform Print Engine Directory	<input type="checkbox"/>
WSPEFORM	QGPL	67.50.160.3	C:\Program Files\WSPEFORM\SPOOLER	Reform Print Engine Directory	<input checked="" type="checkbox"/>
					<input type="checkbox"/>

Updated Print Output Directory List

31. Click **OK**.

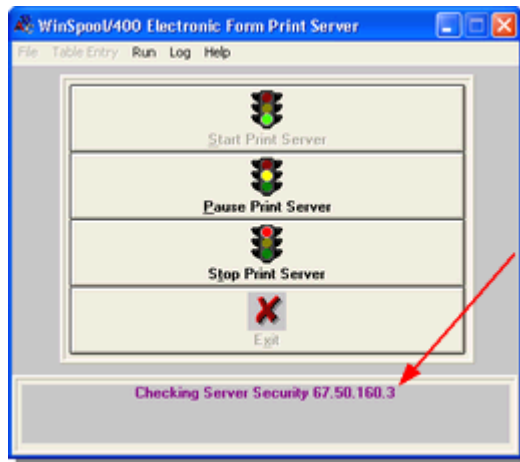
All necessary table entries have been created so that your WinSpool/400 Print Server can monitor a sample output queue and then use the data to print invoices using the FormDocs template.

32. Click the **Start Print Server** button.



The Print Server will then establish a connection to the desired iSeries and start to monitor the output queue. As this happens you will notice several progress messages being displayed in the lower section of the screen. Below is a sample screen noting the message

area:



Print Server Message Area

If everything is correctly set in the Print Server environment you should see a message *Converting Report to FormDocs Document Format* and then the forms should print on your printer. If you receive error messages, note the errors and attempt to change necessary settings. If you are unable to diagnose the problem on your own, contact RJS Software Systems Support staff.

Quick Tips

This section is designed to offer a few hints and techniques that can save you time or simply the use of WinSpool/400 software. They are arranged by product.

FormDocs Techniques

Trace Form

The FormDocs Trace Form features aids in the quick development of an electronic version of a form that was a pre-printed paper form. If you have a form, such as an employment application, that you would like to convert to a digital template the Trace Your Paper Form option reduces the time needed to recreate the form. To use a form, scan the blank form; by scanning in black and white mode you will have the ability to control color and resolution of the traced form. Once the paper form has been scanned it is imported into your FormDocs template and looks similar to a watermark. If you are using a black and white image, you can choose the color and the resolution of the traced form. Once displayed on the form, all you need to do is to draw your template objects over the traced image.

Quick steps to Trace Paper Form

1. From the Tools menu, select **Trace Your Paper Form**.
2. From the submenu, select **Scan your Form**. You will have the option to use an existing image or scan a new form. Scan the document in black and white mode.
3. Select the desired scanner to use or select an image file.
4. Set your Trace Properties: color, resolution and positioning of the image.
5. Create your form!

Below is a sample of a new FormDocs template where we have included a traced paper form:

RJS Software Systems
P.O. Box 1408
Barnesville, MN 55337
651.292.3088

EMPLOYMENT APPLICATION

Position Applied For: _____ Type of Employment Desired: ☐ Full Time ☐ Summer ☐ Part Time ☐ Temporary ☐ Date: _____

Name of Applicant (Please indicate how you wish to be addressed):
Last Name: _____ First Name: _____ Initial(s): _____

Address (Street, City, State, and Zip Code): _____

Social Security Number: _____ Home Phone: _____ Business Phone: _____

Please list previous employers in the United States:

Some positions in the company require that staff be bonded			
Are you bonded?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been bonded?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you legally entitled to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you willing to relocate? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Class: _____ Restricted to: _____

Secondary School attended and location: _____ Highest grade successfully completed: _____ Year Graduated: _____

Unkneid College attended and location: _____ No. of years: _____ Year Graduated: _____ Degree: _____

Major subjects of study: _____

Other college attended and location: _____ No. of years: _____ Year Graduated: _____ Degree: _____

Major subjects of study: _____

Other Educational Training/Courses: _____

Qualification	Technical Knowledge	Specialized Training	List additional training courses completed and employer training which may be helpful in considering your qualifications
Typing			
Shorthand			

Employee Application - Page 1

Traced Form

Duplicate Objects

FormDocs gives you the ability to create multiple objects based on one selected object. For example, if you were creating a template that has five rectangular boxes, all the same height and width, that need to be tightly placed across the page the Duplicate Object makes quick work of the task. When you create duplicate objects you can specify the number of additional objects to create, choose a direction to lay out the objects and specify an exact offset for each new object. Using this feature gives you the ability to create precise object layout in very little time. Any object type can be duplicated.

Quick steps to Duplicate an Object

1. From the Edit menu, select **Duplicate**.
2. Specify the **number of objects** to create.
3. Specify the object offset. By specifying zero each new object will be butted up against the last object.
4. Choose the direction to layout the objects: up, down, left or right.

Text Layer Designer Techniques

Check for Unmatched Form Fields

As you design text layer reports you can use the Text Layer Designer feature to verify if all FormDocs template fields have been mapped to fields in the selected FormDocs template. When you check for unmatched form fields, Text Layer Designer will return a list from 0 to *n* of FormDocs template fields that have not yet been assigned a field in Text Layer Designer or Text Layer Designer fields that have not yet been assigned to FormDocs template fields.

Check Unmatched Form Fields

1. From the Edit menu, select **Check for Unmatched Form Fields**.
2. Review the list of template fields not yet assigned to text layer report fields. If all fields have been mapped, you will receive an empty message box.

- or -

1. Click on the **Check for Unmatched Form Fields** icon on the toolbar.



Note: Periodically the Unmatched Form Fields feature does not refresh properly. When this happens your results list will include fields you know have been assigned. When this happens close the Text Layer Report, refresh the field list and then re-open the Text Layer Report.

Field that References an Image

If you would like to have a form that has a dynamic image, such as a different logo depending on the company division printing the form, embed an image path/filename into a field and denote the field is an image on the Field Properties. When data is merged with the template Text Layer Designer will retrieve the image file and display the image on the filled form. Image file referenced must be a picture object.

Removing Extraneous Spaces from Fields

As you create fields in Text Layer Designer, you can be generous with the width of fields since you can set the field properties to remove spaces from the beginning and the end of the text being placed in the field. This field is especially helpful when you are working with variable length text. For example, the length of text used on an invoice for product description might be as little as 15 characters or up to 60 characters. By creating a field that can intake the maximum characters, trailing spaces (or for that matter, leading blanks) can be eliminated.

Quick steps to Eliminate Leading/Trailing Spaces

1. Double-click on the **desired field** to modify Field Properties.
2. Enable the option **Trim Field Data** from the Field Property list. A check-mark should be displayed to the left of the option if it is enabled.

Chapter



5

*WinSpool/400 Report
Download*

WinSpool/400 Report Download

This section describes all basic settings and menu options for RJS WinSpool/400 Report Download.

File

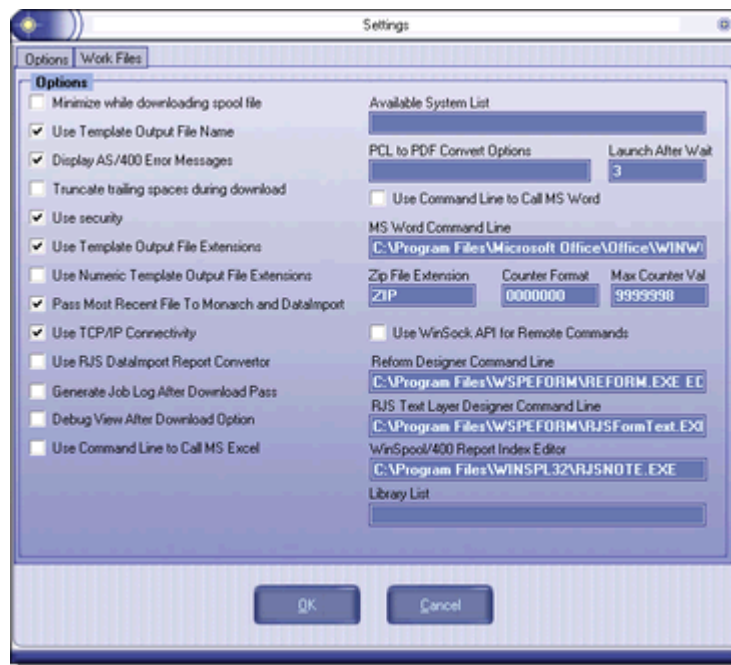
This section contains a description of each option found on the *File* menu.

Settings

The *Settings* option allows you to customize your Report Download software environment. There are two tabs associated with the Settings dialog: Options and Work Files.

Options Tab

Below is a sample of the Settings dialog and a description of each option available.



Settings Dialog - Options Tab

Minimize while downloading spool file

When enabled, the Report Download software will minimize itself and run in the background of Windows. This allows your users to continue working on other tasks while reports are being downloaded.

Use Template Output File Name

If this option is enabled, WinSpool/400 will automatically name any spool files which are selected for downloading based on the template file, Counter Format and Max Counter Value information entered. As an example, if the Template File Name is "SPOOL" and the counter contains six digits then the file naming sequence would be SPOOL000000.TXT, SPOOL000001.TXT, SPOOL000002.TXT, etc.

This option is useful when multiple reports will be downloaded. The alternative would be to name each PC file manually.

Display AS/400 Error Messages

When enabled all error messages received from the WinSpool API will be displayed.

Truncate trailing spaces during download

When using APPC connectivity and this option is enabled, WinSpool/400 will truncate any trailing blank spaces found in a spool file being downloaded. Each record will end with a carriage return/linefeed combination.

Note: This option can significantly reduce the size of a downloaded spool file when used with the APPC connectivity. In some cases, report sizes can be decreased up to 50%. This setting is not needed for TCP/IP connectivity.

Use Security

By enabling this option, the user must sign on to WinSpool/400 with a valid OS/400 user ID and password prior to downloading any spool files. A sign-on dialog box will automatically be displayed if security is enabled and a user has not already signed on to the selected AS/400 system. It is recommended that this option be enabled

If this option is not enabled, the user ID and password entered at the router level will be used to determine which AS/400 user is using the WinSpool/400 software. Some companies use a generic user ID and password for the router, so security problems can sometimes occur if a generic router user ID and password are used.

Use Template Output File Extensions

If this option is enabled, WinSpool/400 will use the extension specified in the Template Ext. option on the Work Files tab of this dialog.

Use Numeric Template Output File Extensions

If you would prefer to denote the sequence of downloaded reports by using the extension as a file counter, enable this option. When enabled, WinSpool/400 will append a numeric file extension to the PC report output file name. In some situations it may be advantageous to omit the usage of the Template Output File Extensions.

Pass Most Recent File to Monarch and dataImport

If this option is enabled, WinSpool/400 will pass the most recent report file downloaded to the DataImport Report Mask program or to the Monarch program if the respective programs are currently running. Either program can easily be started using the Run Programs toolbar on the left-side of the application or by using the equivalent menu option.

Note: This option can typically be circumvented by using the Send to DataImport Mask or Send to Monarch Output Format when downloading a report.

Use TCP/IP Connectivity

When this option is enabled, the WinSpool/400 software will use the 32-Bit TCP/IP API for downloading reports.

The WinSpool/400 TCP/IP API uses the OS/400 FTP Server so the OS/400 FTP Server must be running. If you're not sure whether your FTP Server is running, run the following command from an OS/400 command line to determine if the FTP server is running:

```
NETSTAT OPTION(*CNN)
```

From the Work with TCP/IP Connection Status screen, you will see a column titled Local Ports. Under the Local Ports column there should be an entry that says: ftp-con. If you see the ftp-con entry, the OS/400 FTP Server is running. Below is a sample screen where ftp-con is currently active:

Work with TCP/IP Connection Status System: S102N51M

Type options, press Enter.
 3=Enable debug 4=End 5=Display details 6=Disable debug
 8=Display jobs

Opt	Remote Address	Remote Port	Local Port	Idle Time	State
-	*	*	ftp-con >	026:57:17	Listen
-	*	*	telnet	000:01:20	Listen
-	*	*	www-http	000:26:30	Listen
-	*	*	389	031:54:24	Listen
-	*	*	as-svnap	020:49:50	Listen
-	*	*	631	++++++	Listen
-	*	*	as-admi >	++++++	Listen
-	*	*	5002	++++++	Listen
-	*	*	as-mgtc >	++++++	Listen
-	*	*	as-mgtc >	++++++	Listen
-	*	*	8080	152:25:38	Listen
-	*	*	as-cent >	++++++	Listen

More...

F5=Refresh F11=Display byte counts F13=Sort by column
 F14=Display port numbers F22=Display entire field F24=More keys
 Print operation complete to the default printer device file.

Work with TCP/IP Connection Status - Active ftp-con

If the OS/400 FTP Server is not running, you can use the following OS/400 command to start it:

STRTCPSVR SERVER(*FTP)

Note: It is recommended that you use TCP/IP connectivity instead of the NetSoft Router if possible. TCP/IP provides a far more stability and up to five-times faster download performance. Our benchmark tests have shown that the WinSpool/400 TCP/IP API's can typically download up to 1000 pages in 1-2 minutes.

This entry is enabled by default.

Use RJS DataImport Report Convertor

This setting is used only for evaluation purposes when a customer wants to test the DataImport functionality without the standard 100 record limit in the DataImport Demo Version. The customer has to first install the WinSpool/400 DataImport Report Converter software and then enable this option. This functionality must be disabled after 30 days or once the permanent version of the DataImport software has been purchased from RJS Software Systems and loaded on the PC.

Generate Job Log After Download Pass

This setting determines whether the WinSpool/400 software will force the OS/400 to print a job log after each report server polling cycle. If you are getting unexplainable errors such as "Invalid Command Response" from any of the OS/400 commands, the OS/400 job log can help to explain why the errors are occurring.

The job log will be created using the OS/400 user ID that was entered for the first download.

Debug view After Download Option

When enabled, the Download Log is automatically displayed.

Use Command Line to Call MS Excel

When enabled, Microsoft Excel is called using Windows command line.

Available System List

This setting allows you to provide a list of acceptable system names or IP addresses in the System Name/IP Address pull-down. The list of values should be entered using a semicolon (;)

to delimit the list. This setting only needs to be used if you are using TCP/IP connectivity and want to soft code a list of available systems.

Example System List: 125.1.1.1;S1052546;125.1.1.55

PCL to PDF Convert Options

This setting allows the conversion of PCL to PDF.

Contact RJS Software Systems Inc if you have questions regarding the available conversion options. This setting can only be used if you are using TCP/IP connectivity.

Launch After Wait

Enter, in seconds, the amount of time to wait prior to launching PCL to PDF conversion.

Use Command Line to Call MS Word

If this setting is enabled, Microsoft Word will be opened using the command line in the edit box *MS Word Command Line*.

MS Word Command Line

The value in this field specifies the path and command to use to open Microsoft Word.

Zip File Extension

The value in this field specifies the extension to use when compressing files.

Counter Format

The value in this field specifies the number of digits to use when appending a numeric value to template file name.

Max Counter Val

The value in this field specifies the maximum value to be used when appending numeric values to template file names.

Use WinSock API for Remote Commands

When enabled, remote system commands will use the WinSock API.

Reform Designer Command Line

The value in this field specifies the directory path and command to be used when opening FormDocs Form Designer. The default command for this application will be "C:\Program Files\FormDocs\FDD.EXE".

RJS Text Layer Designer Command Line

The value in this field specifies the directory path and command to be used when opening RJS Text Layer Designer.

WinSpool/400 Report Index Editor

The value in this field specifies the directory path and command to be used when opening WinSpool/400 Report Index Editor.

Library List

This setting allows you to change the OS/400 library list for the current user. The list of values should be entered using a semicolon (;) to delimit the list.

Work Files Tab

Below is a sample of the Settings dialog and a description of each option available.

Field	Value
Output Directory	C:\Program Files\W
Template File Name	SPOOL
Template Counter	4
Template Ext.	TXT
Spool Listing Work File	C:\Program Files\WINSPL32\WINSI
Output Queue Listing Work File	C:\Program Files\WINSPL32\WINSI
Spool Preview Work File	C:\Program Files\WINSPL32\WINSI
Monarch Command Line	C:\Program Files\Monarch\program
DataImport Report Translate Cmd	C:\DIS\DIW32.EXE
Spool Download Work File	C:\Program Files\WINSPL32\WINSI
Default DataImport Mask Directory	C:\DIS
Skin Path	C:\Program Files\WINSPL32\skins\

Settings Dialog - Work Files Tab

Output Directory

This field contains the directory path WinSpool/400 will use to store all output files created during processing.

Template File Name

This field stores the text prefix that will be used when the *Use Template Output File Name* option is enabled on the Options tab. If, for example, you enter SPOOL as the *Template File Name* all output file names will begin with SPOOL and then a numeric counter will be appended to the text.

Template Counter

This field stores the next value to be used as part of the Output File name. This value is concatenated with the text provided in the field *Template File Name* to create a unique Output File Name. For example, if the *Template File Name* contains the text SPOOL and the *Template Counter* contains 4, the next Output File Name will be SPOOL000004.

Template Ext.

This field contains the text to use as the file extension when naming new Output Files. For example, if the *Template Ext.* contains TXT, the output file will be given a file extension of TXT.

Spool Listing Work File

This field contains the directory path and name of the PC file WinSpool/400 will use when retrieving output queue listings from the iSeries. This work file stays on the PC and can be used until a new spool file listing is requested from the iSeries.

Output Queue Listing Work File

This field contains the name of the directory path and PC file WinSpool/400 will use when retrieving a listing of all output queues from the iSeries. This work file stays on the PC and can be used until a output queue listing is requested from the iSeries.

Spool Preview Work File

This field contains the directory path and name of the PC file WinSpool/400 will use when retrieving and displaying a spool file sample from the iSeries. This work file stays on the PC and can be used until a new spool file listing is requested from the iSeries.

Monarch Command Line

This field contains the directory path and name of the PC program WinSpool/400 will call when Monarch is chosen from the Run Programs menu.

DataImport Report Translate Cmd

This field contains the directory path and name of the PC program WinSpool/400 will call when DataImport Report Translate is chosen from the Run Programs menu. This option is only valid if you have DataImport for Windows. The DataImport software can be purchased from RJS Software Systems as a separate option for WinSpool/400. DataImport allows reports to be converted from ASCII text format into Lotus 123, Microsoft Excel, Dbase, Microsoft Access, or many other PC file formats.

Spool Download Work file

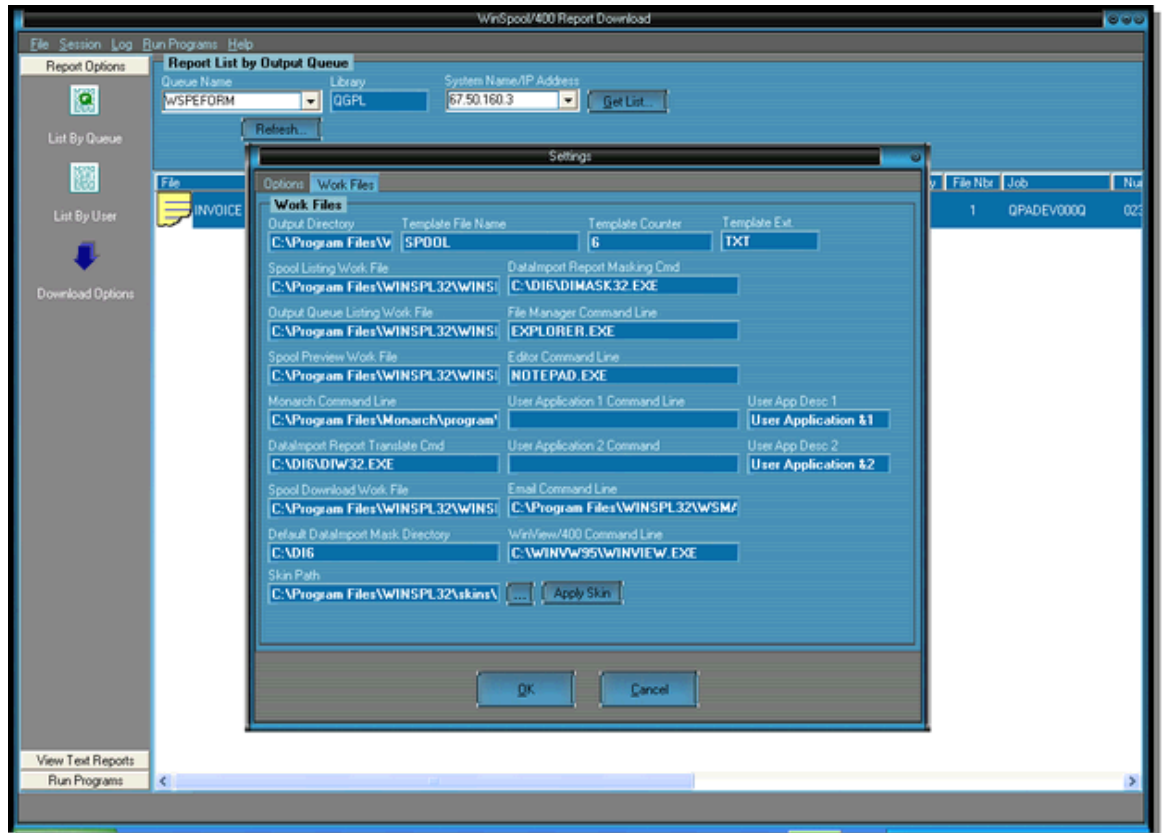
This field contains the directory path and name of the temporary PC file WinSpool/400 will use when retrieving a spool file from the iSeries with the Download and Reformat button. This file will be deleted automatically after a report is successfully downloaded and reformatted by WinSpool/400.

Default DataImport Mask Directory

This field contains the directory path and name of the default directory displayed when the Select Mask File dialog is shown when sending a report using the Send to DataImport Translate option.

Skin Path

Just like Window's provides different themes that can be used to change the color schemes of your Windows environment, WinSpool/400 Report Download provides several different skins that can be applied to change the look and feel of Report Download. Use the button with the three ellipses to the right of the field to select a skin. Once selected, click the *Apply* button. The user interface for the package will change to the selected skin. Below is what your screen will look like if you choose the *chizh* skin:



WinSpool/400 Report Download with Chizh Skin Applied

DataImport Report Masking Cmd

This field contains the directory path and name of the PC program WinSpool/400 will call when DataImport Report Mask is chosen from the Run Programs menu. This option is only valid if you have DataImport for Windows. The DataImport software can be purchased from RJS Software Systems as a separate option for WinSpool/400. DataImport allows reports to be converted from ASCII text format into Lotus 123, Microsoft Excel, Dbase, Microsoft Access, or many other PC file formats.

File Manager Command Line

This field contains the name of the PC program WinSpool/400 will call when File Manager is chosen from the Run Programs menu. The default value for this field is EXPLORER.EXE.

Editor Command Line

This field contains the name of the PC program WinSpool/400 will call when Editor is chosen from the Run Programs menu. The default value for this field is NOTEPAD.EXE.

User Application 1 Command Line

This field contains the directory path and name of the PC program WinSpool/400 will call when User Application 1 is chosen from the Run Programs menu.

User App Desc 1

This field contains the description of User Application 1. This description will replace the text "User Application 1" on the Run Programs menu of WinSpool/400. When a user selects this option, the application program listed in the field User Application 1 Command Line will be called.

User Application 2 Command Line

This field contains the directory path and name of the PC program WinSpool/400 will call when User Application 2 is chosen from the Run Programs menu.

User App Desc 2

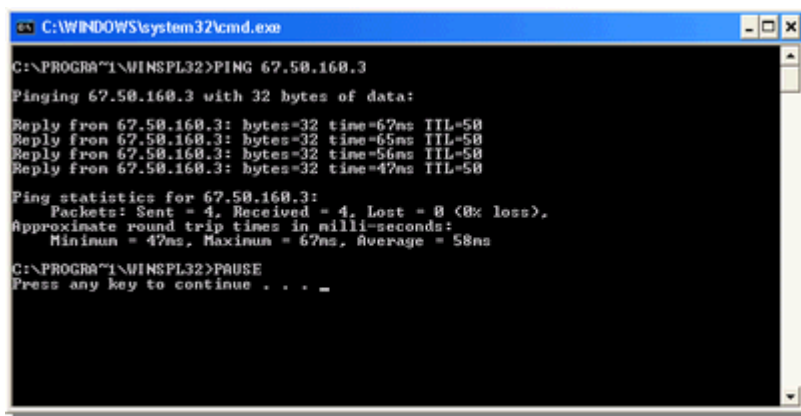
This field contains the description of User Application 2. This description will replace the text "User Application 2" on the Run Programs menu of WinSpool/400. When a user selects this option, the application program listed in the field User Application 2 Command Line will be called.

WinView/400 Command Line

This field contains the directory path and name of the PC program which WinSpool/400 will call when asked to send a report to the WinView/400 Viewer.

Router Status

The *Router Status* option is used to connectivity to the iSeries system currently displayed in the System Name/IP Address list box. This option will open a command window and execute the command PING.EXE. A successful router test will note if replies were received from the iSeries. Below is a sample of a successful test:



```
C:\WINDOWS\system32\cmd.exe
C:\PROGRAMS\WINSP32>PING 67.58.168.3
Pinging 67.58.168.3 with 32 bytes of data:
Reply from 67.58.168.3: bytes=32 time=67ms TTL=50
Reply from 67.58.168.3: bytes=32 time=65ms TTL=50
Reply from 67.58.168.3: bytes=32 time=56ms TTL=50
Reply from 67.58.168.3: bytes=32 time=47ms TTL=50
Ping statistics for 67.58.168.3:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 47ms, Maximum = 67ms, Average = 58ms
C:\PROGRAMS\WINSP32>PAUSE
Press any key to continue . . .
```

Router Status - Successful PING Test

Session

This section contains a description of each option found on the *Session* menu.

Sign On

The *Sign On* option allows you to sign-on to the iSeries. You must enter a valid OS/400 user ID and password. You will not be allowed to retrieve lists of available output queue files or download reports without a valid OS/400 user ID and password.

Sign Off

The *Sign Off* option will end the current session for the current OS/400 user. If you sign-off of the current session you will not be allowed to download any additional reports until a new session is established using the *Sign On* menu option.

Log

This section contains a description of each option found on the *Log* menu.

View Download Log

The *View Download Log* option displays the WinSpool/400 download log. Download activities continue to be appended to the end of the log file until you clear the file using the menu option *Clear Download Log*. Log file includes download start/stop times, report downloaded and PC file location. The log file is viewed using the application noted in the Editor setting, typically Notepad. Below is a sample of a download log file:

```

----- Download Pass Started 6/3/2005 11:28:14 AM -----
INFORMCD: NOT Using winsock API for Remote Commands 6/3/2005, 11:28:14 AM
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\WINSP400
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\SP00L000
----- Download Pass Completed 6/3/2005 11:28:23 AM -----
----- Download Pass Started 6/3/2005 11:28:38 AM -----
INFORMCD: NOT Using winsock API for Remote Commands 6/3/2005, 11:28:38 AM
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\WINSP400
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\SP00L000
----- Download Pass Completed 6/3/2005 11:28:45 AM -----
----- Download Pass Started 6/10/2005 1:11:33 PM -----
INFORMCD: NOT Using winsock API for Remote Commands 6/10/2005, 1:11:33 PM
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\WINSP400
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\SP00L000
----- Download Pass Completed 6/10/2005 1:11:56 PM -----
----- Download Pass Started 6/23/2005 4:05:50 PM -----
INFORMCD: NOT Using winsock API for Remote Commands 6/23/2005, 4:05:50 PM
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\WINSP400
OK: Report: RPTSAMPLE Job: QPADEV0005/DICK/001220 - #1 to C:\Program Files\WINSPL32\SP00L000
----- Download Pass Completed 6/23/2005 4:06:13 PM -----

```

Report Download - Download Log

Clear Download Log

The *Clear Download Log* option will remove all log entries from the download log file. When the option is selected you will be prompted to confirm the clear request.

Run Programs

This section contains a description of each option found on the *Run Programs* menu.

Explorer

The *Explorer* option calls the PC program entered in the *File Manager Command Line* field, found on the settings dialog. Typically Window's Explorer is called.

Form Designer

The *Form Designer* option calls the PC program entered in the *Reform Designer Command Line* field, found on the settings dialog. Typically FormDocs Form Designer is called.

Report Index Editor

The *Report Index Editor* option calls the PC program entered in the *WinSpool/400 Report Index Editor* field, found on the settings dialog. Typically RJSNOTES.exe software is called.

Monarch

The *Monarch* option calls the PC program entered in the *Monarch Command Line* field, found on the settings dialog. Typically Monarch software is called. You must have Monarch software installed on your system for this command to work.

DataImport Mask

The *DataImport Mask* option calls the PC program entered in the *DataImport Report Masking Command Line* field, found on the settings dialog. Typically WinSpool/400 DataImport Report Converter software is called. You must have WinSpool/400 DataImport Report Converter software installed on your system for this command to work.

WinView Report Viewer

The *WinView Report Viewer* option calls the PC program entered in the *WinView/400 Command Line* field, found on the settings dialog. Typically RJS WinView/400 Report Viewer software is called. You must have RJS WinView/400 Report Viewer software installed on your system for this command to work.

MS Word

The *MS Word* option calls the PC program entered in the *MS Word Command Line* field, found on the settings dialog. Typically Microsoft Word software is called. You must have Microsoft Word software installed on your system for this command to work.

MS Excel

The *MS Excel* option calls Microsoft Excel. You must have Microsoft Excel software installed on your system for this command to work.

User Application 1

WinSpool/400 Report Download gives you the ability to create both a customized Run Programs menu and toolbar such that two user applications can be displayed and opened from Report Download. Once customized, see the *Settings - Options* section for additional help, The *User Application 1* menu item will be changed to display the custom description provided. The program called will be the PC program entered in the *User Application 1 Command Line* field, found on the settings dialog.

User Application 2

WinSpool/400 Report Download gives you the ability to create both a customized Run Programs menu and toolbar such that two user applications can be displayed and opened from Report Download. Once customized, see the *Settings - Options* section for additional help, The *User Application 2* menu item will be changed to display the custom description provided. The program called will be the PC program entered in the *User Application 2 Command Line* field, found on the settings dialog.

Help

This section contains a description of each option found on the *Help* menu.

Contents

The *Contents* option opens the WinSpool/400 online help.

About

The *About* option displays WinSpool/400 version information and RJS Software Systems contact details. Software version information is helpful when you call our support staff. From this screen you can also display basic system details of your PC or quickly access the RJS Software Systems website. A sample of the screen is shown below:



WinSpool/400 Help About Screen

Chapter



6

Text Layer Designer

Text Layer Designer

This section describes all basic settings and menu options for RJS Text Layer Designer.

File Menu

This section contains a description of each option found on the *File* menu.

Open Form Template Field List

The *Open Form Template Field List* option is utilized to pull a list of all the field names from a FormDocs template. Text from converted spool files will be mapped to these fields to enable a merge of text in one format with the FormDocs template.

New Report Text Layer

The *New Report Text Layer* option creates either a new report text layer, if one does not exist for the selected FormDocs template, or overwrite the existing report text layer.

Whenever a new report text layer is created you will be prompted to view an associated text file. By choosing to open a text file you will be able to see the format of the text file which will enable you to quickly map text file data to FormDocs template fields.

Open Report Text Layer

The *Open Report Text Layer* option allows you to open an existing report text layer and then make any necessary modifications. If a report text layer has not been created for the current FormDocs template you must use create a new report text layer. Refer to the previous section for details. Remember, you must first open your form template field list before you can open the associated report text layer.

When you open a report text layer you will not be prompted for a file name. This is because the report text layer file name must match the FormDocs template name. Text Layer Designer will always look for a matching file name to the FormDocs template when opening a report text layer.

Again, just like the *New Report Text Layer* you will be prompted to view a text file with the report text layer. Viewing a text file displays the format of the text files you will be using to fill the FormDocs templates.

Save Report Text Layer

Use *Save Report Text Layer* option to save your progress as you define your report text layer. Remember, you will not be prompted for a file name when you first save your report text layer as Text Layer Designer will name the file using the same name as the FormDocs template. Report Text Layer files have a file extension of .TLR.

Test Merge

Use the *Test Merge* option to check your text layer data mapping with the FormDocs template and sample data. Once the test merge is complete you should receive a success/failure message from Text Layer Designer. If your test is successful, a PDF file will be created and opened for you to view. Page through the completed form(s) to ensure data is properly placed in the forms and that forms are filled as expected.

Open Report Text File

Use the *Open Report Text File* option to view the format of your downloaded spool file data. You must first open your form template field list and create/open your report text layer prior to opening a report text file. The same function is available at the time you create/open a report text layer; each time a text layer is created or opened you are prompted to open a report text file for viewing.

Close Report Text File

Use the *Close Report Text File* option to close an existing report text file that you are viewing.

Open Form in Designer

Use the *Open Form in Designer* to open a desired template in FormDocs Designer. This command will launch FormDocs Designer and open the selected template for viewing/editing.

Launch Form Designer

This option will open the FormDocs Designer application.

Launch Form Filler

This option will open the FormDocs Filler application.

Edit Menu

This section gives an overview of the RJS Text Layer Designer *Edit* menu and the available options.

Add Field

The *Add Field* option is used to insert a new field into the report text layer. If you attempt to add a field prior to opening your form template field list and creating/opening your report text layer this command will be ignored. When you select this menu option a new field will be inserted at the top left portion of the report text layer. You can then move the field and define field properties; refer to the *Getting Started, Map Text Layer* portion of this manual for detailed help in these tasks.

Check for Unmatched Form Fields

Use the *Check for Unmatched Form Fields* option to list all FormDocs template fields that have not yet been mapped to a Text Layer Designer field or any Text Layer Designer fields that have not yet been mapped to a FormDocs template field.

First Page

This option allows you to jump to the first page of the report text file that you are viewing.

Previous Page

This option allows you to navigate to previous pages of the report text file that you are viewing.

Next Page

This option allows you to navigate to the next page of the report text file that you are viewing.

Last Page

This option allows you to jump to the last page of the report text file that you are viewing.

Explorer Menu

This section gives an overview of the RJS Text Layer Designer *Explorer* menu and the available options.

Forms Template Directory

This option will open the Template folder within the FormDocs folder using Windows Explorer.

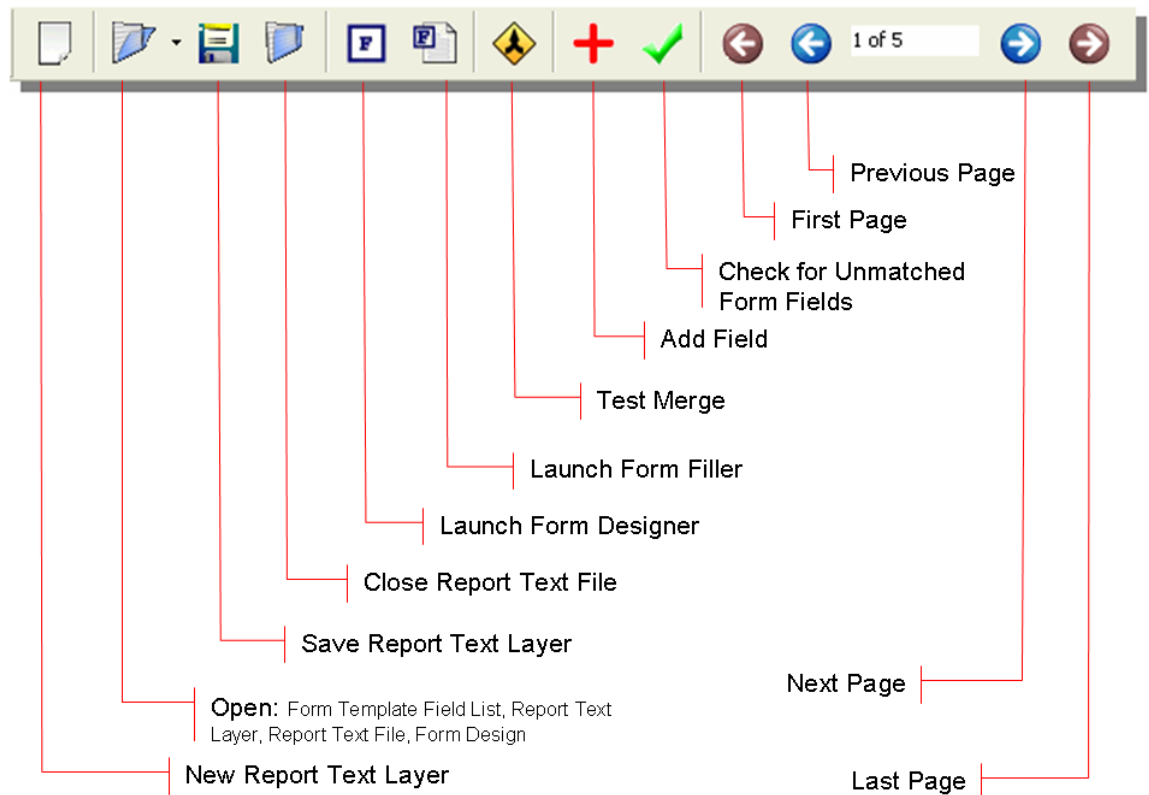
Help Menu

About

This menu option will give you the current version of RJS Text Layer Designer software that you are using. It will also give you RJS Software Systems current contact information.

Toolbar

Below is the Text Layer Designer toolbar with associated icon labels:



Chapter



7

*Electronic Form Print
Server*

Electronic Form Print Server

This section describes all basic settings and menu options for WinSpool/400 Print Server.

File

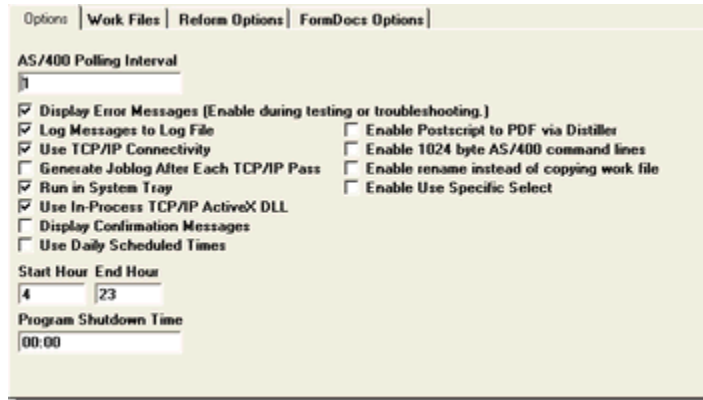
This section contains a description of each option found on the *File* menu.

Settings

The *Settings* option allows you to customize your WinSpool/400 Print Server environment. There are four tabs associated with the Settings dialog: Options, Work Files, Reform Options and FormDocs Options.

Options Tab

The *Options* tab is used to set general Print Server environment options. Each Option is described below:



Settings Dialog - Options Tab

AS/400 Polling Interval

This option determines how often Print Server will converse with the iSeries system to determine if there are qualified spool files in the designated output queues. The value entered in this field is in minutes. It is recommended that the polling interval is set to 5 to 15 minutes.

Display Error Messages (Enable during testing or troubleshooting.)

When this option is enabled Print Server will display all error messages in the message section of the main Print Server screen. This is especially helpful when you first start using Print Server or when you are experiencing troubles. More detailed messages can be found in the error log file.

Log Messages to Log File

When this message is enabled all processing messages will be appended into the Print Server Log file. The log file is an audit trail of report downloads as well as errors which occur during downloading. The file name and location can be found in the field *Log File Name* found on the *Work Files* tab.

This entry is enabled by default.

Use TCP/IP Connectivity

When this option is enabled, the WinSpool/400 Print Server will use the 32-bit TCP/IP API for downloading reports. In order to use the TCP/IP connectivity, the 32-bit WinSpool/400 TCP/IP

OLE Server program must be installed on the PC as well as the WinSpool/400 software.

Generate Joblog After Each TCP/IP Pass

When enabled, an OS/400 Joblog will be created after each TCP/IP pass. In other words, each time that the iSeries system is polled by the Print Server a joblog will be created.

Run in System Tray

This setting determines whether the Print Server program runs in the system tray found on the far right side of the Taskbar. When enabled, Print Server window disappears when minimized and reappears when the system tray icon is clicked or right-clicked. This is handy if you want the Print Server to typically run on the system without visually disturbing the user.

Use In-Process TCP/IP ActiveX DLL

This setting determines whether the WinSpool/400 TCP/IP API functionality runs in the same program address space as the Print Server program or whether it gets loaded as a separate 32-bit process. You should never disable this option unless instructed by RJS Software systems support personnel.

Display Confirmation Messages

This setting determines whether the user is asked to confirm their choice each time the report server process is started, stopped or the program is exited. This setting only needs to be enabled for users who are less cautious in their option selection.

This entry is disabled by default.

Use Daily Scheduled Times

When this option is enabled, Print Server will automatically start running to monitor and download reports. The application will open at the time stated in the field *Start Hour*. The application will close at the time stated in the field *End Hour*. This field makes it easy for you to consistently and regularly print electronic forms without manually needing to open the application and start the Print Server.

Start Hour

Enter the starting hour for processing spool-file reports. Value must be entered as an integer and be between 1 and 24. If you enter 14, Print Server will start at 2:00 pm.

End Hour

Enter the ending hour for processing spool-file reports. Value must be entered as an integer and be between 1 and 24. If you enter 3, Print Server will stop processing at 3:00 am.

Program Shutdown Time

Enter the time you would like Print Server to close down. You may enter both hour and minutes for your shutdown time. Value should be entered in the format HH:MM, where HH represents the hour of the day using a 24-hour clock and MM represents minutes.

Enable Postscript to PDF via Distiller

When enabled, postscript reports can be converted to PDF format using Adobe Distiller tool. Adobe Distiller must be installed and operating on the PC that is running WinSpool/400 Print Server.

Enable 1024 byte AS/400 command lines

When enabled, print server can send extended command line text to the iSeries system when processing reports. The extended text may be needed if you are using extensive search criteria. This option must be enabled if you are re-spooling back to an output queue on the iSeries.

Enable rename instead of copying work file

When enabled, disk space can be saved by renaming report files once processed rather than copying them to a different directory.

Enable Use Specific Select

When enabled, allows the user to use the "Use Specific Search Criteria" option located in the *Edit Print Output Directory List*. The *Use Specific Search Criteria* feature will fail if this option, Enable Use Specific Select, is not enabled. The Print Output Directory List can be found by accessing File | Settings from Electronic Form Print Server menu bar.

Work Files Tab

The *Work Files* tab is used to set file locations and program choice for standard files used by WinSpool/400 Print Server. Each Option is described below:

Options	Work Files	Reform Options	FormDocs Options
	Settings Database		Reform Program Location
	C:\Program Files\WSPEFORM\wspeform.MDB		C:\Program Files\WSPEFORM
	Output Queue List Work File		Spool File Temporary Work File
	C:\Program Files\WSPEFORM\wspeform.Q		C:\Program Files\WSPEFORM\REPORT.SPL
	Log File Name		
	C:\Program Files\WSPEFORM\wspeform.LOG		
	Log File Viewer Program		
	NOTEPAD.EXE		
	<input type="checkbox"/> Use WinSock API for Remote Commands		

Settings Dialog - Work Files Tab

Settings Database

Enter the filename and location for the Microsoft Access database file that will maintain all settings available to Print Server. The default location will be based on where you installed WinSpool/400 Electronic Forms; typically the path will be either c:\Program Files\WSPEFORM or c:\WSPEFORM. The settings database file is wspeform.MDB. Do not change the name of the settings database.

Output Queue List Work File

This field contains the name and location of a PC work file used by Print Server as temporary storage for the OS/400 report lists during processing. The default location will be based on where you installed WinSpool/400 Electronic Forms; typically the path will be either c:\Program Files\WSPEFORM or c:\WSPEFORM. The Output Queue List work file is wspeform.Q. Do not change the name of the work file.

Log File Name

This field contains the name and location of a PC work file, which is used as temporary storage for the all Print Server processing messages. The log file will contain an audit trail of successful and unsuccessful report downloads.

Log File Viewer Program

This field contains the command line used to call a viewer that will be used to display the log file. By default, Windows Notepad will be called.

Use WinSock API for Remote Commands

When enabled, Print Server will use WinSock API protocol when issuing remote commands.

Reform Location

This field contains the location of the RJS Reform software.

Spool File Temporary Work File

This field contains the name and location of a PC work file that is used by the Reform Spooler.

Reform Options Tab

The *Reform Options* tab is used to set options specific to long-time Reform software users. The settings on this tab are only pertinent to RJS Reform clients. This section does not apply to FormDocs clients. Each Option is described below:



Settings Dialog - Reform Options Tab

Path to Reform Spooler Directory

This field contains the directory path to be used by the Reform Spooler.

Path to Reform Program Directory

This field contains the directory path to be used when calling the Reform application file.

Path to Reform Backup Directory

This field contains the directory path to be used by Reform for all backup activity.

Amyuni PDF Converter Temporary Work File

This field contains the name and location of a PC work file used by the Amyuni PDF converter. By default, the file name is wspeform.AMU.

Amyuni PDF Converter Printer Name

This field contains the specifics needed by Amyuni PDF Converter for printing. Either specify a unique printer or use the generic "PDF Compatible Printer Driver".

Enable Reform Report Conversion

When enabled, Reform can call report conversion programs such as Amyuni.

Enable Auto Start Reform without Prompting

When enabled, Reform processing can begin without prompting the user for confirmation to start.

Enable Amyuni PDF Writer Support

When enabled, Amyuni report conversion can be done using PDF Writer support or commands.

FormDocs Options Tab

The *FormDocs Options* tab is used to set options specific to FormDocs software clients. This section does not apply to Reform clients. Each Option is described below:

Settings Dialog - FormDocs Options Tab

Path to FormDocs Directory

This field contains the directory path to be used when calling the FormDocs application file.

Path to FormDocs Template Directory

This field contains the directory path to be used when looking for FormDocs template files.

Enable FormDocs Report Conversion

When enabled, FormDocs can call report conversion programs such as Amyuni.

Exit

The *Exit* option will close WinSpool/400 Print Server.

Table Entry

This section contains a description of each option found on the *Table Entry* menu.

Edit System List

The system list maintains the details necessary to establish an active session with one or more iSeries systems. A sample system connection entry is created when you install the software. There are no limitations to the number of systems you can maintain in your system list. However, each time you start the Print Server it will attempt to connect and download data from every system that has been activated. Creation of a new entry is as simple as clicking and entering data into each cell of the line highlighted in yellow. Editing an existing entry is done by clicking in the cell(s) that contain outdated or inaccurate data and changing the data. Changes or additions will be committed to the database when you click on any cell in a different row than the one you are editing.

A sample system list will look similar is shown below:

AS/400 System or IP Address	AS/400 User	Password	Activate
▶ 1.1.1.1	QSECOFR	32D659E1 2	<input checked="" type="checkbox"/>
✱			<input type="checkbox"/>

Print Server Default System List

Each available field is described below:

AS/400 System Name or IP Address - Required Field

Enter a valid DNS system name or IP Address for the desired iSeries system.

AS/400 User - Required Field

Enter a valid OS/400 user ID for the desired iSeries system.

Password - Required Field

Enter the associated password for the user ID entered in the *AS/400 User* field. The password value is visible during data entry. The password will be encrypted immediately upon clicking in any other cell on the list.

Activate - Required Field

This field denotes if the system is currently one of the participating systems when Print Server is started. The record is activated if a check mark is denoted in the box.

Edit Output Queue List

The Output Queue List maintains the details that will link system and output queue to a particular forms processing method, FormDocs or Reform, and instructions on what to do with output queues once processed by the Print Server. A output queue entry is created when you install the software. There are no limitations to the number of output queues you can maintain in your list. However, each time you start the Print Server it will monitor, download and print data from each output queue that is activated. Creation of a new entry is as simple as clicking and entering data into each cell of the line highlighted in yellow. Editing an existing entry is done by clicking in the cell(s) that contain outdated or inaccurate data and changing the data. Changes or additions will be committed to the database when you click on any cell in a different row than the one you are editing.

A sample output queue list will look similar is shown below:

Output Queue List					
Output Queue	Library	Description	AS/400 System or IP Address	Activate	Output Format
▶ WSPEFORM	QGPL	Electronic Forms Test Output Q	1.1.1.1	<input checked="" type="checkbox"/>	TXT
*				<input type="checkbox"/>	

Sample Print Server Output Queue List

Output Queue - Required Field

Enter the name of an OS/400 output queue for Print Server to process.

Library - Required Field

Enter the OS/400 library name that contains the desired output queue enter in the field *Output Queue*.

Description

Enter descriptive text that will tell you and your users which output queue is the desired output queue.

AS/400 System or IP Address - Required Field

Enter a valid DNS system name or TCP Address for the desired iSeries system where the reports are to be downloaded from. The value entered in this field must match an entry in the

System List.

Activate - Required Field

When selected, this output queue will be included in the Print Server processing.

Output Format - Required Field

Select one of the given formats: FRM, PSC, HTF or FDC. Output format determines what application will be used to process the output. FRM will use Reform. PSC will create a postscript printer file. HTF will convert spool files that have been stored as HTML to PDF format for print. HTML to PDF Creator is a required product (additional fees apply) to use HTF option. FDC will use FormDocs.

After Processing Option

Determines what will happen to the spool file once the data has been processed. There are four options:

0 - Do Nothing

WinSpool/400 Print Server will not change anything regarding this report. Be cautious when selecting this option, as the output queue will remain active and will be processed and reprinted each and every time the Print Server monitors this output queue.

1 - Mark Report

The OS/400 report User Data Value will be marked with a value of *SENT after a report has been downloaded. This setting will cause the report server to skip the report on subsequent download passes.

Note - this setting may not be desirable if you want to preserve values in the user data field after a report has been downloaded. If so, use the move to another output queue option instead.

2 - Delete Report

The OS/400 report will be deleted after it has been downloaded.

Note - This option should only be used after thorough testing of the report server software. A better option is to move the report to another output queue after it has been processed and clear the cleanup output queue once a week. This provides the ability for a report to be moved back to its original output queue and downloaded again if necessary.

3 - Move Report

The OS/400 report will be moved to the output queue entered in the field *Move to Output Queue* after it has been downloaded. This is a good way to consolidate already downloaded reports into a single output queue for cleanup purposes. The cleanup output queue can be cleared once every day or every few days.

Numeric values shown to the left of the option denote the actual value that will be stored in this field.

Move to Output Queue

Enter the name of the destination OS/400 output queue to be used for processed reports. All reports that are processed from the output queue noted in the *Output Queue* field will be moved to this output queue after processing.

Library

Enter the OS/400 library name that contains the desired destination output queue entered in the field *Move to Output Queue*.

Print Control - Required Field

Determines what will happen to the spool file once the data has been processed. There are four options:

***FCFC**

ANSI print control characters are included in downloaded reports. This option can be used when reports are sent to a COLD system.

***NONE**

No print control characters are included in downloaded reports.

***PRTCTL**

Space/Skip print control characters are included in downloaded reports.

Note - WinView/400 requires the use of the *PRTCTL option to accurately recreate space/skip information. All of the other RJS converters require the print control characters as well.

Edit Print Output Directory List

The Print Output Directory list maintains the detailed instructions for qualifying spool files, restricting data to download, merging data and printing forms.

A sample Print Output Directory List is shown below:

Output Queue	Library	AS/400 System or IP Address	Output PC Directory	Output PC Directory Desc
WSPEFORM	QGPL	1.1.1.1	C:\WSPEFORM\SPooler	Reform Print Engine Directo
*				

Sample Print Server Print Output Directory List

Output Queue

Enter the name of an OS/400 output queue for Print Server to process.

Library

Enter the OS/400 library name that contains the desired output queue enter in the field *Output Queue*.

AS/400 System or IP Address

Enter a valid DNS system name or TCP Address for the desired iSeries system where the reports are to be downloaded from. The value entered in this field must match an entry in the *System List*.

Output PC Directory

All downloaded reports will be saved to this directory. Enter a valid PC directory path, either local or LAN. WinSpool/400 Print Server will not create this directory. If it does not exist, you must manually create the directory.

Output PC Directory Desc

Enter descriptive text that will tell you and your users which directory will be used to store report outputs.

Activate

When selected, this output queue will be included in the Print Server processing.

Output File Prefix

The Output File Prefix field is used to hold a 20-character prefix for the output file name. The Output file Prefix must reflect the name of the form template to be used, either through a variable or be entering a specific template name. This prefix will become the first 20 characters of the output PC file name. Print Server software supports long file names.

File Counter

The *File Counter* field is used to hold a 7-character numeric counter for the output PC file name. This field will become the second half of the output PC file name. the minimum value allowed is 0 and the maximum value allowed is 9999999. This value is automatically incremented when a report is downloaded and will automatically reset to zero if the value reaches its maximum.

Print Copies

Enter the desired number of copies to print. You must enter a value of one or higher. If you leave the *Print Copies* field empty, then your reports will not print.

Number of Pages to Stack

If you want to put multiple report pages onto one form page specify the number of report pages to stack together onto a single form page. This option is similar in concept to printing multiple rows of labels on one page.

Use Extended Report Select

When enabled, a check mark will be displayed in the box; you can further qualify which spool files will be downloaded from the desired output queue. Use *Spool File Name*, *Spool User Data*, *Spool Job Name* and *Spool Form Type* fields to define the report selection criteria.

Spool File Name

Enter a specific spool file to further qualify your report selection. By entering a spool file name in this field you will restrict the report selection within the output queue to one spool file name.

Spool User Data

Enter specific User Data to further qualify your report selection. By entering acceptable User Data value in this field you can restrict the report selection within the output queue to only include those spool files that contain the desired User Data value.

Spool User ID

Enter a specific OS/400 User ID to further qualify your report selection. By entering an OS/400 User ID in this field you can restrict the report selection within the output queue to only include those spool files that match the desired User ID.

Spool Job Name

Enter a specific OS/400 Job Name to further qualify your report selection. By entering an OS/400 Job Name in this field you can restrict the report selection within the output queue to only include those spool files that match the desired Job Name.

Spool Form Type

Enter a specific Form Type to further qualify your report selection. By entering a Form Type in this field you can restrict the report selection within the output queue to only include those spool files that match the desired Form Type.

Use Specific Search Criteria

When enabled, a check mark will be displayed in the box, the report pages will be filtered before download based on the criteria set in the fields *Criteria Text to Scan For*, *Number of Lines to*,

Starting Search Column and *Ending Search Column*.

Criteria Text to Scan For

Enter the specific text to use for filter criteria when searching report data; for example, entering the text "Sporting Goods" will result in all pages that contain the note "Sporting Goods" to be downloaded and printed. Search criteria are case sensitive.

Number of Lines to Check

The *Number of Lines to Check* field is used to speed up the text search. When a value, such as 10, is placed in the *Number of Lines to* field, WinSpool/400 will search just the first 10 lines of each page looking for the desired text criteria thereby reducing search time by eliminating the need to search the remaining lines of the report. If you know the placement of the search text will always be within the first x number of lines, you can enter that value in this field.

Starting Search Column

The *Start Search Column* field is also used to reduce the time needed to complete a text search by qualifying the columns to search in. This field is used in conjunction with *Ending Search Column* field to specify a range of columns to search rather than looking in every column of the report. If you know the starting column where the text criteria should be located in the report, enter that value in this field.

Ending Search Column

The *Ending Search Column* field is also used to reduce the time needed to complete a text search by qualifying the columns to search in. This field is used in conjunction with *Starting Search Column* field to specify a range of columns to search rather than looking in every column of the report. The defined range is inclusive, meaning that the noted starting column and ending column are included in the search. If you know the ending column where the text criteria should be located in the report, enter that value in this field.

Spool to Output Queue

When enabled, a check mark will be displayed in the box, the report will be re-spooled to a different output queue on the iSeries.

Dest Output Queue

Enter the name of the destination OS/400 output queue to be used when re-spooling reports.

Qutq Library

Enter the OS/400 library name that contains the desired destination output queue entered in the field *Dest Output Queue*.

Output Type

Specify the desired output type, PDF or PCL, when spooling to an output queue. This option is only used when spooling back to an output queue.

Send to Destination

Enable this option if you prefer to save the file either on the IFS or a network drive rather than re-spooling the output.

Destination Directory Path

If you have enabled *Send to Destination*, use this parameter to provide the IFS or network path where the file is to be stored.

User Field 1

This setting is currently not used by WinSpool/400 Print Server.

User Field 2

This setting is currently not used by WinSpool/400 Print Server.

Additional Form 2

When you printed forms using a traditional impact printer often forms were multi-part; each a different color and given to either separate departments or to the client. The fields *Additional Form 2*, *Additional Form 3*, *Additional Form 4* are used to mimic that process. By placing a PC file name into the field - no path or extension, such as YellowForm, you will be given the opportunity to switch paper, for example to yellow, and then print a second round of forms using the same data. The Print Server will create a second file using your file name and then add the appropriate path and file extensions in preparation for printing.

Additional Form 3

When you printed forms using a traditional impact printer often forms were multi-part; each a different color and given to either separate departments or to the client. The fields *Additional Form 2*, *Additional Form 3*, *Additional Form 4* are used to mimic that process. By placing a PC file name into the field - no path or extension, such as YellowForm, you will be given the opportunity to switch paper, for example to yellow, and then print a second round of forms using the same data. The Print Server will create a second file using your file name and then add the appropriate path and file extensions in preparation for printing.

Additional Form 4

When you printed forms using a traditional impact printer often forms were multi-part; each a different color and given to either separate departments or to the client. The fields *Additional Form 2*, *Additional Form 3*, *Additional Form 4* are used to mimic that process. By placing a PC file name into the field - no path or extension, such as YellowForm, you will be given the opportunity to switch paper, for example to yellow, and then print a second round of forms using the same data. The Print Server will create a second file using your file name and then add the appropriate path and file extensions in preparation for printing.

Swap User Data

The *Swap User Data* field is used when re-spooling the report to the iSeries; User Data values in the spool file are replaced with one of the values listed below. The *Swap User Data* value allows various RJS products, such as Batch Report Server and Email Report Server, to filter on the new User Data values. In version 1.0.22 we added the ability to swap user data value with any of the following when re-spooling to the AS/400. This allows the Batch Report Server, Email Report Server or other products to filter on the new values set by the user. Available swap values are:

@NONE

No changes to User Data will be made when re-spooling.

@FORMTYPE

Form Type will be set in User Data.

@JOBNAME

Job Name will be set in User Data.

@SPOOL

Spool File Name will be set in User Data.

@USERDATA

User Data will be set in User Data. The same can be accomplished by entering @NONE
@USERID - User ID will be set in User Data.

Swap Form Type

The *Swap Form Type* is similar to the *Swap User Data* field, the difference being that the entered values will be used to change the re-spooled report Form Type.

@NONE

No changes to User Data will be made when re-spooling.

@FORMTYPE

Form Type will be set in Form Type.

@JOBNAME

Job Name will be set in Form Type.

@SPOOL

Spool File Name will be set in Form Type.

@USERDATA

User Data will be set in Form Type. The same can be accomplished by entering @NONE
@USERID - User ID will be set in Form Type.

Hold/Release Spool

Select *YES to place the spool file status to Hold or *NO release the spool file for deletion. This option is only used when spooling back to an output queue.

Save Spool After Printing

Select *YES to preserve the spool file after completing the printing process or *NO to delete the spool file. This option is only used when spooling back to an output queue.

Windows Printer for HTML/FormDocs Printing

Select Windows printer or document conversion utility from the drop-down list.

After Processing Option***

If you want to re-spool the file during the printing process specify what should happen to the file once it has been printed. There are four options:

0 - Do Nothing

WinSpool/400 Print Server will not change anything regarding this report. Be cautious when selecting this option, as the output queue will remain active and will be processed and reprinted each and every time the Print Server monitors this output queue.

1 - Mark Report

The OS/400 report User Data Value will be marked with a value of *SENT after a report has been downloaded. This setting will cause the report server to skip the report on subsequent download passes.

Note - this setting may not be desirable if you want to preserve values in the user data field after a report has been downloaded. if so, use the move to another output queue option instead.

2 - Delete Report

The OS/400 report will be deleted after it has been downloaded.

Note - This option should only be used after thorough testing of the report server software. a better option is to move the report to another output queue after it has been processed and clear the cleanup output queue once a week. This provides the ability for a report to be moved back to its original output queue and downloaded again if necessary.

3 - Move Report

The OS/400 report will be moved to the output queue entered in the field *Move to Output*

Queue after it has been downloaded. This is a good way to consolidate already downloaded reports into a single output queue for cleanup purposes. The cleanup output queue can be cleared once every day or every few days.

4 - Use Output Queue Level Entry

After-processing action will use the default action that is specified in the output queue level for the spool file.

Numeric values shown to the left of the option denote the actual value that will be stored in this field.

Move to Output Queue***

Enter the name of the destination OS/400 output queue to be used for processed reports. All reports that are processed from the output queue noted in the *Output Queue* field will be moved to this output queue after processing.

Library***

Enter the OS/400 library name that contains the desired destination output queue entered in the field *Move to Output Queue*.

*** The noted parameters can also be found in the *Edit Output Queue List* records. If you specify *After Processing Options* for both the *Output Queue* and the *Print Output Directory*, the values found in the *Edit Print Output Directory List* will take precedence if the *Print Output Directory - After Processing* value is set to either 4 (*Use Output Queue Level Entry*) or leave the field blank and specify *Move to Output Queue* and *Library*.

Run

This section contains a description of each option found on the *Run* menu. These menu options are only valid for RJS Reform software clients.

Form Designer

The *Form Designer* option calls the Reform Form Designer program. Currently, this option should only be used if you are a long-time RJS Reform software user.

Spooler

The *Spooler* option calls the Reform Spooler program. Currently, this option should only be used if you are a long-time RJS Reform software user.

Log

This section contains a description of each option found on the *Log* menu.

View Log

The *View Log* option displays the WinSpool/400 Print Server log file. Print Server activities continue to be appended to the end of the log file until you clear the file using the menu option *Clear Log*. Log file includes download pass start/stop times, success/failure of spool list retrieval, report download, report conversion and printing details. The log file is viewed using the application noted in the Editor setting, typically Notepad. Below is a sample of a download log file:

```
INFO: Report file C:\Program Files\WSPEFORM\REPORT.SPL was converted to FormDocs Formatted f
INFO: Report file C:\Program Files\WSPEFORM\REPORT.TXT was printed via FormDocs to printer (
INFO: Spool File INVOICE Job: (023659/DICK/QPADEV000Q/#1) pages: 5, download to PC File C:\P
INFO: Return spool to original queue command: CHGSPLFA FILE(INVOICE) FORMTYPE('STD') JOB(02
INFO: Return spool file to original queue FTP command response: 250 Command CHGSPLFA FILE(IN
----- Download Pass Completed 7/1/2005 11:35:31 AM -----
----- Download Pass Started 7/1/2005 2:06:04 PM -----
INFO: Spool list retrieved from output queue: WSPEFORM/QGPL from AS/400 System: 67.50.160.3
-----
INFO: Report file C:\Program Files\WSPEFORM\REPORT.SPL was converted to FormDocs Formatted f
INFO: Report file C:\Program Files\WSPEFORM\REPORT.TXT was printed via FormDocs to printer (
INFO: Spool File INVOICE Job: (023659/DICK/QPADEV000Q/#1) pages: 5, download to PC File C:\P
INFO: Return spool to original queue command: CHGSPLFA FILE(INVOICE) FORMTYPE('STD') JOB(02
INFO: Return spool file to original queue FTP command response: 250 Command CHGSPLFA FILE(IN
----- Download Pass Completed 7/1/2005 2:06:59 PM -----
----- Download Pass Started 7/1/2005 2:07:59 PM -----
INFO: Spool list retrieved from output queue: WSPEFORM/QGPL from AS/400 System: 67.50.160.3
-----
INFO: Report file C:\Program Files\WSPEFORM\REPORT.SPL was converted to FormDocs Formatted f
INFO: Report file C:\Program Files\WSPEFORM\REPORT.TXT was printed via FormDocs to printer (
INFO: Spool File INVOICE Job: (023659/DICK/QPADEV000Q/#1) pages: 5, download to PC File C:\P
INFO: Return spool to original queue command: CHGSPLFA FILE(INVOICE) FORMTYPE('STD') JOB(02
INFO: Return spool file to original queue FTP command response: 250 Command CHGSPLFA FILE(IN
----- Download Pass Completed 7/1/2005 2:08:28 PM -----
----- Download Pass Started 7/1/2005 2:09:29 PM -----
INFO: Spool list retrieved from output queue: WSPEFORM/QGPL from AS/400 System: 67.50.160.3
-----
ERROR: Server was stopped during processing. 7/1/2005, 2:09:54 PM Trace point: 3600
INFO: Return spool to original queue command: WSPHOLD FILE(INVOICE) FORMTYPE('STD') JOB(023
INFO: Return spool file to original queue FTP command response: 550 Error occurred on comman
ERROR: Server was stopped during processing. 7/1/2005, 2:09:56 PM Trace point: 3600
----- Download Pass Completed 7/1/2005 2:09:56 PM -----
```

Sample Print Server Log File

Clear Log

The *Clear Log* option will remove all log entries from the Print Server log file. When the option is selected you will be prompted to confirm the clear request.

Help

This section contains a description of each option found on the *Help* menu.

Contents

The *Contents* option is currently unavailable. In the future, this menu option will provide you with on-line help.

About

The *About* option displays WinSpool/400 Print Server version information and RJS Software Systems contact details. Software version information is helpful when you call our support staff. A sample of the screen is shown below:



Print Server Help About Screen

Chapter



8

FAQs

FAQs

This Section is designed to provide you with answers to frequently asked questions regarding Electronic Forms.

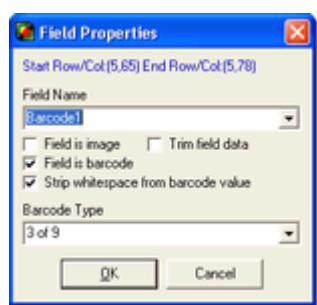
Inserting Barcodes into a Form

Q. How do I insert barcode images into my form based on actual spool data?

A. The process of inserting dynamic barcode images into a form is similar to that of inserting dynamic pictures, such as logos. Basically, all you need to do is create a field that is defined as a barcode in your Text Layer Report and map that field to a field in your FormDocs template. However, there are some nuances that should be noted. There are many types of barcode that can be defined. The most common choice is type "3 of 9". Several of the other barcode types require very specific values in the field data before a barcode will be displayed. You must also have a field in the FormDocs template that is formatted as a picture field. Below are the basic steps to using barcodes in your electronic forms.

Quick Steps to Using Barcode in Electronic Forms

1. Create a field to display the barcode in your FormDocs Template. The field properties should include a Format Type of **Picture**.
2. Create a field in Text Layer Designer that is defined with field properties enabling barcode. Field name must reference the picture field defined in the FormDocs template. A sample of the field properties is shown below:



Change Form Pages Dynamically

Q. How can I print a summary page at the end of my invoices?

A. Use a FormDocs script to dynamically change the standard invoice form to a summary form at the end of the invoice printing. FormDocs includes a scripting language called *Forms Automation Basic (FAB)* which is very similar to Microsoft Visual Basic. Contact RJS Software Systems Support staff for code samples and help in customizing your invoice print session.

Duplex Printing

Q. How do I print using duplex mode?

A. To keep your printing environment flexible you should create a second instance of the print driver that will be used for duplex printing. Set the properties of the new print driver description to permanently print in duplex mode. Next, open *Print Output Directory List* in Electronic Forms Print Server and select the newly-defined print server in the field

Windows Printer for HTML/FormDocs Printing.

Advanced Form Control with Scripting

- Q. The standard calculations and field properties provided in FormDocs does not meet my needs when creating certain complex forms. What can I do?**
- A. FormDocs includes a scripting language called *Forms Automation Basic (FAB)* which is very similar to Microsoft Visual Basic. Contact RJS Software Systems Support staff for code samples and help using FAB scripting language. Also, refer to the FormDocs on-line help for more information on FAB.**

Spooling Form Output

- Q. How can I send Electronic Form Print Server output files to an output queue on the iSeries?**
- A. Sending output files to an output queue is accomplished through four key *Print Output Directory List* settings: Spool to Output Queue, Dest Output Queue, Outq Library and Output Type. By enabling the option *Spool to Output Queue*, Electronic Form Print Server will look to the values in the remaining three fields to determine the destination, location and output type of the new spool file. The fields *Hold/Release Spool*, *Save Spool After Printing* and *Windows Printer for HTML/FormDocs Printing* are used to control the processing of the spool file once placed in the output queue. Below are basic directions to send Electronic Forms Print Server output files back to a spool file on the iSeries.**

Quick Steps to Send Output File to Spool File

1. **Enable *Spool to Output Queue*** option in the *Print Output Directory List*.
2. Enter the desired ***Dest Output Queue*** to place the spool file.
3. Enter the ***OS/400 library*** that contains the output queue in the *Outq Library* field.
4. Select the desired *Output Type*: **PDF** or **PCL**.
5. Select the desired *Hold/Release Spool* option: ***NO** or ***YES**. By selecting ***YES**, the spool file will be printed immediately.
6. Select the desired *Save Spool After Printing* option: ***NO** or ***YES**. By selecting ***YES** the spool file will be saved after printing and available to be archived. By selecting ***NO** the spool file will be marked for deletion.
7. If you selected an *Output Type* of PDF, you must ensure that the field *Windows Printer for HTML/FormDocs Printing* is **blank**. Any other value will cause the operation to fail.
8. If you selected an *Output Type* of PCL, you must select a PCL print driver in the field *Windows Printer for HTML/FormDocs Printing*. If your Print Server PC does not have a PCL print driver, create a faux PCL print driver. This can be accomplished by adding a printer to the Window's environment that uses a PCL print Driver; we recommend selecting a driver from the HP Laser Jet 4000 series - 4100PCL works best.

Chapter



9

*Understanding
WinSpool/400 Data
Areas*

Understanding WinSpool/400 Data Areas

As you integrate WinSpool/400 with your applications you may encounter times to change WinSpool/400 values that are stored in data areas on the iSeries. Some of the values contained within the WinSpool/400 data areas may need to be adjusted and are described in this section. Most data area values can be altered by using specific WinSpool/400 commands. Whenever possible, use a WinSpool/400 command if available to modify data area values. Detailed command descriptions can be found in the section *OS/400 Server Commands*. It is recommended that those data areas that are not included in this list should not be modified by your applications. Data areas can be found in the library RJSIMAGE.

Data Area Information

<u>Data Area</u>	<u>Description</u>
LPAR	Stores LPAR access codes. <i>Possible Values:</i> 0 or 1. This is a character value with a length of 1. <i>Default Value:</i> 1
MAILKEY	Stores mail key code. <i>Value Type:</i> This is a decimal value with a maximum length of 9 and zero decimal places. <i>Default Value:</i> 1
MAILRPTUSR	Stores clear user data parameter for the MAILRPT command that determines if option is enabled or disabled. When enabled, user data will be cleared at the time the MAILRPT command is executed. <i>Possible Values:</i> *NO - Disabled, *YES - Enabled. This is a character value with a length of 4. <i>Default Value:</i> *NO
QLISTLEN	Stores spool list API length. <i>Value Type:</i> This is a decimal value with a maximum length of 5 and zero decimal places. <i>Default Value:</i> 88
QUSRSPLA	Stores spool API length for QUSRPLA. <i>Value Type:</i> This is a decimal value with a maximum length of 5 and zero decimal places. <i>Default Value:</i> 1411
VERSION	Contains the current WinSpool/400 library version information. Software version can be used by RJS support staff to diagnose problems. <i>Value Type:</i> This is a character value with a length of 50. A valid entry could

be 'WinSpool/400 V3.48'.

WINSPL32	Stores the WinSpool/400 32-bit APPC user authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WINSPOOL	Stores the WinSpool/400 16-bit APPC user authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WINSPTCP	Stores the WinSpool/400 32-bit TCP/IP authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WSPBSRV	Stores the WinSpool/400 Batch Report Server authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WSPCCSID	Stores OS/400 CCSID code page to use in translation. <i>Value Type:</i> This is a character value with a length of 5. <i>Default Value:</i> 65535
WSPDISTILL	Stores the WinSpool/400 Postscript to PDF Converter authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WSPDIW	Stores the WinSpool/400 DataImport report converter command. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WSPEFORM	Stores the WinSpool/400 Electronic Forms authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank
WSPESRV	Stores the WinSpool/400 Email Report Server authorization code. <i>Value Type:</i> This is a character value with a length of 50. <i>Default Value:</i> blank

WSPFSRV	<p>Stores the WinSpool/400 Fax Report Sever authorization code.</p> <p><i>Value Type:</i> This is a character value with a length of 50.</p> <p><i>Default Value:</i> blank</p>
WSPISRV	<p>Stores the WinSpool/400 Intranet Report Server authorization code.</p> <p><i>Value Type:</i> This is a character value with a length of 50.</p> <p><i>Default Value:</i> blank</p>
WSPLDBCS	<p>Stores the parameter that is used to determine if double byte data should be allowed via TCP/IP. If enabled, double-byte data can transmitted via TCP/IP.</p> <p><i>Possible Values:</i> *NO - Disabled, *YES - Enabled. This is a character value with a length of 4.</p> <p><i>Default Value:</i> *NO</p>
WSPMAILKEY	<p>Stores unique Mail Key data area - used by WSPMAILKEY.</p> <p><i>Value Type:</i> This is a decimal value with a maximum length of 7 and zero decimal places.</p> <p><i>Default Value:</i> 1</p>
WSPNOTES	<p>Stores the WinSpool/400 Lotus Notes Report Server.</p> <p><i>Value Type:</i> This is a character value with a length of 50.</p> <p><i>Default Value:</i> blank</p>
WSPPCCL	<p>Stores the WinSpool/400 AFP-PCL report converter authorization code.</p> <p><i>Value Type:</i> This is a character value with a length of 50.</p> <p><i>Default Value:</i> blank</p>
WSPPCCLPDF	<p>Stores the WinSpool/400 AFP-PDF report Converter authorization code.</p> <p><i>Value Type:</i> This is a character value with a length of 50.</p> <p><i>Default Value:</i> blank</p>
WSPPCCLTIF	<p>Stores the WinSpool/400 AFP-TIFF Report Converter authorization code.</p> <p><i>Value Type:</i> This is a character value with a length of 50</p> <p><i>Default Value:</i> blank</p>
WSPPSRV	<p>Stores the WinSpool/400 PDF Report Server.</p> <p><i>Value Type:</i> This is a character value with a length of 50.</p> <p><i>Default Value:</i> blank</p>

WSPUSED DS

Stores the parameter that determines if DDS should be used when creating work files.

Possible Values: *NO - Disabled, *YES - Enabled. This is a character value with a length of 4.

Default Value: *NO